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**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

01-19-12A10:35 RCVD

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**GOVERNMENT  
DOCUMENTS DEPT.**

**NOTICE OF MEETING AND AGENDA  
TUESDAY, JANUARY 24, 2012, 5:00 P.M.  
CITY HALL, ROOM 416  
SAN FRANCISCO, CA 94102**

JAN 19 2012

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the November 22, 2011 Commission on the Environment Meeting.**  
(Explanatory Document: November 22, 2011 Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
- 4. Resolution approving the Department of the Environment's Integrated Pest Management 2012 Reduced Risk Pesticide List.** Sponsor: Melanie Nutter, Director; Speaker: Chris Geiger, PhD., Green Purchasing Program Manager (Presentation Time: 5 minutes) (Explanatory Documents: 2012 Reduced Risk Pesticide List and Draft Resolution File 2012-01-COE) (Discussion and Action)
- 5. Department of the Environment's Website Redesign Update.** Sponsor: Melanie Nutter, Director; Staff Speaker: Jesse Woltjer, Internet Communications Coordinator Assistant (10 minutes) (Informational Report and Discussion)
- 6. Review and Approval of the Department of the Environment's Fiscal Year 2012-13 Draft Budget.**  
(Explanatory Document: Draft Budget) Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Presentation Time: 30 minutes) (Discussion and Action)

Department of the Environment, City and County of San Francisco  
11 Grove Street, San Francisco, CA 94102  
Telephone: (415) 355-3700 • Fax: (415) 554-6393  
Email: [environment@sfgov.org](mailto:environment@sfgov.org) • [www.sfenvironment.org](http://www.sfenvironment.org)

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7. **Approval of the Commission on the Environment's 2011 Annual Report.** (Explanatory Document: 2011 Commission Annual Report Draft) Sponsor and Speaker: Commissioner Johanna Wald (10 minutes) (Discussion and Action)
8. **Director Presentation on South Gwangju Korea Summit on Urban Environmental Accords.** Sponsor: Commissioner Johanna Wald; Speaker: Melanie Nutter, Director (5 minutes) (Informational Report and Discussion)
9. **Nomination and Election of Commission on the Environment Officers.** (Discussion and Action)
10. **Public Notice of 2012 Subscription and Renewal of Commission on the Environment and Committee Notices and Agendas as required by the Commission on the Environment Bylaws.** (Explanatory Document: Subscription Request Form) Staff Speaker: Monica Fish, Commission Secretary (Presentation Time: 5 minutes) (Information and Discussion)
11. **Operations Committee Report.** (Information and Discussion)  
Chair's Report: The January 18, 2012 meeting was cancelled. The next meeting is scheduled for April 18, 2012 to be held at the Department of the Environment Eco Center, 11 Grove Street.
12. **Policy Committee Report.** (Information and Discussion)  
Chairs Report: Highlights of the December 12, 2011 and January 9, 2012 meetings and review of the agenda for the February 13, 2012 meeting to be held at City Hall, Room 421.
13. **Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report) (Information and Discussion)  
Monica Fish, Commission Secretary
  - **Communications and Correspondence**
  - **Update on City Legislation**
14. **Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)
15. **Announcements.** (Information and Discussion)
16. **President's Announcements.** (Information and Discussion)
17. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action)
18. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
19. **Adjournment.**

Monica Fish, Commission Secretary; TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment is scheduled for Tuesday, March 27, 2012, 5:00 p.m. at City Hall, Room 416.

**\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <https://sites.google.com/a/sfenvironment.org/commission/environment-commission> with each agenda and/or meeting minutes;(3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting.** If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the Commission's website <https://sites.google.com/a/sfenvironment.org/commission/environment-commission> as attachments to the agenda or meeting minutes.

#### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**NOTE:** Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

#### **Public Comment**

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

**\*\* Please note:** This email contains only the agenda for the meeting and links to more information on agenda items. For complete information on these meetings, including disability access, Sunshine Ordinance information, lobbyist information and other meeting information, please access the agenda online at this website <https://sites.google.com/a/sfenvironment.org/commission/environment-commission>.





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**EDWIN M. LEE**  
Mayor

**MELANIE NUTTER**  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
DRAFT MINUTES**

**TUESDAY, JANUARY 24, 2012, 5:00 P.M.  
CITY HALL, ROOM 416, SAN FRANCISCO, CA 94102**

**GOVERNMENT  
DOCUMENTS DEPT**

**FEB - 6 2012**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

1. **Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:14 p.m.  
Present: Commissioners Tuchow, Gravanis, King, Mok, Stephenson, and Wald.
2. **Approval of Minutes of the November 22, 2011 Commission on the Environment Meeting.**  
(Explanatory Document: November 22, 2011 Draft and Approved Minutes) (Discussion and Action)  
Upon Motion by Commissioner Gravanis, second by Commissioner Mok, the November 22, 2011 Meeting Minutes were approved without objection (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald).
3. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Ms. Lurilla Harris requested that she be added to the Department's brown bag events agenda mailing list and inquired about the status of the program. Director Nutter reported that the brown bag events will be restarting in February of this year with a presentation by Ms. Dorka Keehn, author of Eco Amazons and confirmed that Ms. Harris would be added to the mailing list.

Mr. David Pilpel announced that he is a newly-appointed member of the San Francisco Public Utilities Commission Citizens Advisory Committee. He spoke of his participation in public meetings held on the 2012 Revised Reduced Risk Pesticide List and urged the Commission to approve the list as well as the Fiscal Year 2012-13 Budget and 2011 Commission Annual Report. He

commended Mr. Jesse Woltjer on his work on the Department's website redesign project and thanked the Commission for their good work.

4. **Resolution approving the Department of the Environment's Integrated Pest Management 2012 Reduced Risk Pesticide List.** Sponsor: Melanie Nutter, Director; Speaker: Chris Geiger, PhD., Green Purchasing Program Manager (Explanatory Documents: 2012 Reduced Risk Pesticide List, Draft and Approved Resolution File 2012-01-COE) (Discussion and Action)

Dr. Chris Geiger reported on Integrated Pest Management (IPM) Ordinance requirements to hold an annual public hearing to review modifications to the previous year's Reduced Risk Pesticide List, and for the Commission to approve a revised list for the ensuing calendar year. He reported on the work session that was held on November 2, 2011 between the IPM Technical Advisory Committee and City stakeholders to identify the safest product alternatives for use in the management of City properties. A public hearing was held on January 17, 2012 that was well attended by members of the Natural Areas Program who expressed concern about the use of herbicides in controlling invasive species in park lands, in particular Glen Park. The list modifications resulted from these discussions and background screenings on use of products.

Dr. Geiger provided a summary of products that were added, removed and replaced with safer products, the pesticide-hazard tier, use limitation type, and exemptions requested by Departments that were either approved or denied. He explained that the majority of exemptions requested were for golf-course use primarily to improve the aesthetics and playability of the field. Dr. Geiger announced that the tier system for screening pesticides that is used nationally by the United States Green Building Council for selection of products for green buildings is currently being reviewed. LEED credits are issued when IPM practices are added. Information on the program and products can be found at [www.sfapproved.org](http://www.sfapproved.org).

Commissioner Tuchow inquired whether there were controversial areas of concern reported. Dr. Geiger reported that the use of "Garlon" and "Roundup" products to control invasive species in park areas is an area of concern by the Natural Areas Program and is being addressed. An Environmental Impact Report for the Natural Areas Program is in the process of being finalized.

Commissioner Gravanis discussed her concern with exemptions granted to golf courses and the PGA's influence to use these products, especially in Harding Park near Lake Merced. She suggested exploring the use of less harmful substances especially for aesthetic purposes, and inquired whether water-quality monitoring is taking place in the lake. Dr. Geiger reported that the Recreation and Park Department is an active participant in the program and is committed to reducing pesticide use. He reported on the PGA contract with Harding Park that requires the Recreation and Park Department to maintain the cosmetic and playability perfection of the golf course up to PGA standards, which is in conflict with pesticide reduction. The IPM Plan at Harding Park is in the process of being revised and will be reviewed by a third party. The Public Utilities Commission monitors Lake Merced for a variety but not all chemicals used at Harding Park, and monitoring results found no adverse outcomes.

Commissioner Stephenson inquired about the length of the contract with PGA and suggested revisiting the contract discussions at the time the contract is being negotiated. Dr. Geiger reported that a conversation was previously held with PGA to influence setting a green example related to chemical use, but did not progress at that time. Commissioner King suggested that the



Department and Commission request approval authority and negotiation rights in the environmental practices of and contract negotiations with PGA. Commissioner Wald congratulated Department staff on progress made toward issuing LEED credits based on the IPM rating system, stating that it is an example of San Francisco taking the lead for the entire country.

Public Comment: Mr. Jasper (last name unidentified), suggested that in addition to the use of IPM as a replacement for pesticides, that herbicides and gas-powered equipment could be replaced with a hired labor force to handpick or remove weeds, and such policy would promote sustainability and create jobs that are important in this financial time.

Upon Motion by Commissioner King, second by Commissioner Gravanis, the 2012 Revised Reduced Risk Pesticide List was approved without objection (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald) (Explanatory Document: Res. 001-12-COE).

5. **Department of the Environment's Website Redesign Update.** Sponsor: Melanie Nutter, Director; Staff Speaker: Jesse Woltjer, Internet Communications Coordinator Assistant (Informational Report and Discussion)

Mr. Jesse Woltjer presented a tour of the Department's new website redesign project and discussed the improvements made from the previous design. He explained that content is placed into directories that reflect how Department programs are organized to the public. The new site will contain a search function, public request ability for translation into other languages, social bar, policy directory, events calendar, video directory, solutions directory, and related news that will serve visitors with pertinent content quicker. There will be an internal launch of the new website for quality assurance and an end of February public-launch target date.

Commissioners congratulated Mr. Woltjer on his work improving the website from the previous design. Commissioner Tuchow stated that the new website accomplishes the goal of acquiring metrics that the Commission is interested in and requested seeing reports on analytics as they become available. Commissioner Wald expressed her concern with site navigation for those people who are not City employees or do not have an in-depth knowledge of environmental issues. Mr. Woltjer reported that the search technology would help in this effort. Director Nutter reported that selected staff members would be reviewing the complexity of the content so it is presented in a way that is accessible to a wide range of visitors.

Commissioner Stephenson discussed the importance of allowing for the public to interact with the site by adding comments and sharing information through social networking. Mr. Woltjer reported that the site would contain a social bar in the events calendar and feedback tools on posted articles. Commissioner King inquired if the site would provide the capability to track the top three most popular categories that are being accessed and suggested promoting the use of the website for those that are interested in being environmentally conscious. Mr. Woltjer reported that at this time the front page, the about us page, eco-finder searches, employment page, and energy program pages are more frequently accessed. Commissioner Mok inquired about the ability of the Department's server to accommodate video-streaming. Mr. Woltjer explained that videos would be referenced through other servers that would provide the ability to gather metrics from videos the Department owns.



Director Nutter commended Mr. Waltjer and the Outreach Team and encouraged Commissioners to participate in the launch of the new site.

- 6. Review and Approval of the Department of the Environment's Fiscal Year 2012-13 Draft Budget.** (Explanatory Document: Draft Budget) Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Discussion and Action)

Deputy Director Assmann provided an overview of the Department's Fiscal Year 2012-13 budget for each program area explaining revenue sources, expenses, reductions, declines in grant funding, and fundraising efforts. He reported that the 2012-13 budget is balanced contingent on assumptions made, but increased fundraising efforts will be required to maintain the current level of service in future years, particularly in the Energy Efficiency area due to the conclusion of American Recovery and Reinvestment Act (ARRA) grant funding. The Department has been asked for the first time to present a two-year budget and discussed the difficulties in projecting grants received two years in advance. A similar budget will be submitted for both fiscal years, and revisions will be made as information is received. Director Nutter commended Deputy Director Assmann on his work on the budget and reported on fundraising efforts and opportunities to fill the short and long-term gaps.

Commissioner King suggested holding discussions with other agencies in order to anticipate how their budget shortfalls may affect the Department. Director Nutter and Deputy Director Assmann confirmed that discussions are being held with other Departments to make this determination. Commissioner Wald requested a Policy Committee discussion about the future of the Environmental Justice program now that grant funding has concluded. Commissioner Mok requested that a discussion be held at the April Operations Committee on Department fundraising efforts. Commissioner Gravanis inquired about the Department's gift acceptance policy from corporate grants. Deputy Director Assmann explained that the Department is careful to solicit funding only from corporations that meet the goals of the Department. Commissioner Tuchow stated that Commissioners can play an important role in fundraising and asked that Commissioners provide leads to pursue from the private or public sector and foundations.

Upon Motion by Commissioner Mok, second by Commissioner King, the Department's Fiscal Year 2012-13 Budget was approved without objection. (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald)

- 7. Approval of the Commission on the Environment's 2011 Annual Report.** (Explanatory Document: 2011 Commission Annual Report Draft) Sponsor and Speaker: Commissioner Johanna Wald (Discussion and Action)

Commissioner Wald reported that the Commission at its last meeting requested that the Policy Committee work on the Annual Report so that it reflects the accomplishments and added value that the Commission makes to the City and County of San Francisco. The current draft is a product of the work of the Policy Committee from its last two meetings, Commissioner Wald, and the Commission Secretary. The Operations Committee Members reviewed and approved their section of the report. Commissioner Wald asked that the Commission and its committees keep a list of actions that are important for inclusion in next year's report. Commissioner Tuchow suggested that future reports include the number of people that attend meetings in order to strive for more involvement by the public. Commissioner Wald reported that the Annual Report would

be added to the Department's website and would be submitted to the Mayor and Board of Supervisors. Commission Secretary Fish reported that the Commission's report was a section in the Department's Annual Report and Efficiency Plan in prior years.

Upon Motion by Commissioner Gravanis, second by Commissioner Stephenson, the Commission's Annual Report was approved without objection (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald).

- 8. Director Presentation on South Gwangju Korea Summit on Urban Environmental Accords.** Sponsor: Commissioner Johanna Wald; Speaker: Melanie Nutter, Director (Informational Report and Discussion)

Director Nutter presented on the Department's participation at the South Gwangju, Korea Summit on Urban Environmental Accords in October, which is a follow-up to the 2005 World Environment Day hosted by the City and County of San Francisco. South Gwangju, the United Nations Environmental Program, and the Department of the Environment were co-hosts of the event with participation by over 100 cities from around the globe. The summit theme was "Green City, Better City."

Director Nutter reported that the summit was documented as the next step to look at progress made on sustainability internationally, to discuss goals, what is and is not working at the local level, and next steps. Featured topics included a discussion of metrics for tracking how cities in developing nations can develop a standard methodology for tracking success. This resulted in the development of an Urban Environmental Evaluation Index and Urban Clean Development Mechanism. Next steps for San Francisco include the possibility of a leadership role on the Urban Environmental Accords Members Alliance and possibly setting up a summit in 2013 to host many of the cities that attended the summit in San Antonio, Texas.

Commissioner Tuchow suggested that San Francisco consider hosting the 2013 summit in order to exercise its convening power to promote best practices. Director Nutter reported that San Francisco could offer to host the event based on the Commission and Mayor Lee's interest. Commissioner King suggested that the choice of participants for future summits be considered to provide an opportunity for either the Commission President or more senior members of the Department to attend.

- 9. Nomination and Election of Commission on the Environment Officers.** (Discussion and Action)  
Upon Motion by Commissioner Stephenson, second by Commissioner Mok, Commissioner Tuchow was nominated and elected President of the Commission (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald). Upon Motion by Commissioner Mok, second by Commissioner Wald, Commissioner Gravanis was nominated and elected Vice-President of the Commission (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald).
- 10. Public Notice of 2012 Subscription and Renewal of Commission on the Environment and Committee Notices and Agendas as required by the Commission on the Environment Bylaws.** (Explanatory Document: Subscription Request Form) Staff Speaker: Monica Fish, Commission Secretary (Information and Discussion). Commission Secretary Fish reported that the notice on the agenda fulfills the Commission on the Environment's "Bylaws, Article XIII-Requests for Notice and Agendas" requirement to reaffirm agenda subscribers desire to continue receipt of

Commission meeting agendas and agenda packets. The notice will also be sent to subscribers. Commissioner Stephenson asked that the public be given an opportunity to sign up for agendas on the Department's website.

**11. Operations Committee Report.** (Information and Discussion)

Chair's Report: The January 18, 2012 meeting was cancelled. The next meeting is scheduled for April 18, 2012 to be held at the Department of the Environment Eco Center, 11 Grove Street. Committee Chair Mok reported that the April 18, 2012 Operations Committee meeting would include discussions on the Department's outreach priorities, the Department's budget report, website redesign status report, Department move update, and a fundraising report.

**12. Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the December 12, 2011 and January 9, 2012 meetings and review of the agenda for the February 13, 2012 meeting to be held at City Hall, Room 421.

Committee Chair Wald reported that the December 12 meeting included discussions on the America's Cup Zero Waste Plan and the draft Commission Annual Report. In January, discussions were held with the new Outreach and Communications Manager, Kevin Danaher, on the Community InSight Campaign and the Commission's Annual Report, which was approved today. The current agenda topics for the February 13 meeting include an overview of changes to the Commuter Benefits program, an update on the Department's plan for implementing the new biodiversity program, and discussion of the Commission's and Policy Committee goals and action items for achieving those goals for this year.

**13. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Commission Secretary Fish provided a written report on all communications and correspondence received and City legislation updates since the November 22 meeting. Two additional correspondence items were received (1) from Ms. Denise D'Anne regarding her opposition to motor idling; and (2) a notice of availability of the Draft Environmental Impact Statement for public comment that will close on February 13 for redevelopment of the Alice Griffith Housing site as part of the HopeSF program. Ms. Fish reported on Ethics Commission requirements to submit Commissioner Statement of Economic Interest Form, Sunshine Training and Declaration, and Ethics Training and Certificate to her by the March 27 Commission meeting for submittal to the Ethics Commission or directly to the Ethics Commission on or before April 2.

Commissioner King reported that the Board of Supervisors would be considering the Community Choice Aggregation (CCA) program at its February 1 meeting, and that he would be attending the meeting to request continuance until the Commission has had an opportunity to review the program. Deputy Director Assmann reported on efforts in progress to work with the Public Utilities Commission on grassroots outreach to help promote energy work through CCA. Director Nutter has requested that PUC staff present on the program to the Policy Committee on February 13.

- 14. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Director Nutter provided a written report and highlighted recent activities that include:

- The success of the San Francisco Home Improvement Performance (SFHIP) and Boiler Retrofit programs. Funding is almost fully obligated for these two programs. Department Energy staff will be presenting to the Commission on program results soon.
- The World Green Building Council awarded San Francisco and New York with the best green building policy award.
- Green FinanceSF has been revived for commercial properties. San Francisco is one of the first cities to set up the Property Assessed Clean Energy (PACE) program for commercial properties.
- The success of the sixth annual Green Business Awards reception that was held last week with the recognition of 40 new businesses.
- PG&E allocated \$2.4 million for the Energy Watch program.

Commissioner Wald suggested seeking press coverage for the SFHIP and Boiler Retrofit programs to report on human interest stories of people who benefitted from the programs and to show government money well spent. Commissioner King suggested focusing efforts on smaller newspapers that would like to highlight local celebrities from their community.

- 15. Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.
- 16. President's Announcements.** (Information and Discussion) Commission President Tuchow announced the resignation of Commissioner Prakash and thanked him and former Commissioner Elliot for their service to the Commission. He asked Commissioners for their ideas on potential candidates to fill the Commission vacancy, and discussed the importance of representation on the Commission from the clean and green tech sectors in order to help promote the Mayor's jobs agenda for San Francisco. Condolences were offered for the passing of Commissioner Mok's father and Commissioner King's grandmother.
- Commissioner Tuchow reported on the importance of adhering to the Commission's attendance policy in reporting absences in advance of the meeting to the Commission Secretary. Commissioners were asked to express their interest in serving on a Commission Committee and as Committee Chair. Appointments would be scheduled for the March Commission meeting. Commissioners would be asked to discuss the role they can play in fundraising and reaching out to underserved communities who have not been traditionally involved in the environmental movement. Commissioners were asked to send in agenda item requests for the next meeting.
- 17. New Business/Future Agenda Items.** (Information, Discussion and Possible Action) There was no discussion on this agenda item at this time.

**18. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.

**19. Adjournment.** The Commission on the Environment meeting adjourned at 7:20 p.m.

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment is scheduled for Tuesday, March 27, 2012, 5:00 p.m. at City Hall, Room 416.

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <https://sites.google.com/a/sfenvironment.org/commission/environment-commission> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved:



**SF Environment**

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**EDWIN M. LEE**  
Mayor

**MELANIE NUTTER**  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
DRAFT MINUTES--Corrected**

**TUESDAY, JANUARY 24, 2012, 5:00 P.M.  
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**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:14 p.m. Present: Commissioners Tuchow, Gravanis, King, Mok, Stephenson, and Wald.
- 2. Approval of Minutes of the November 22, 2011 Commission on the Environment Meeting.** (Explanatory Document: November 22, 2011 Draft and Approved Minutes) (Discussion and Action) Upon Motion by Commissioner Gravanis, second by Commissioner Mok, the November 22, 2011 Meeting Minutes were approved without objection (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald).
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Ms. Lurilla Harris requested that she be added to the Department's brown bag events agenda mailing list and inquired about the status of the program. Director Nutter reported that the brown bag events will be restarting in February of this year with a presentation by Ms. Dorka Keehn, author of Eco Amazons and confirmed that Ms. Harris would be added to the mailing list.

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commended Mr. Jesse Woltjer on his work on the Department's website redesign project and thanked the Commission for their good work.

4. **Resolution approving the Department of the Environment's Integrated Pest Management 2012 Reduced Risk Pesticide List.** Sponsor: Melanie Nutter, Director; Speaker: Chris Geiger, PhD., Green Purchasing Program Manager (Explanatory Documents: 2012 Reduced Risk Pesticide List, Draft and Approved Resolution File 2012-01-COE) (Discussion and Action)

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Commissioner Tuchow inquired whether there were controversial areas of concern reported. "Dr. Geiger reported that the use of "Garlon" and "Roundup" products to control invasive species in park areas is an area of concern by the public and is being addressed." An Environmental Impact Report for the Natural Areas Program is in the process of being finalized.

Commissioner Gravanis discussed her concern with exemptions granted to golf courses and the PGA's influence to use these products, especially in Harding Park near Lake Merced. She suggested exploring the use of less harmful substances especially for aesthetic purposes, and inquired whether water-quality monitoring is taking place in the lake. Dr. Geiger reported that the Recreation and Park Department is an active participant in the program and is committed to reducing pesticide use. He reported on the PGA contract with Harding Park that requires the Recreation and Park Department to maintain the cosmetic and playability perfection of the golf course up to PGA standards, which is in conflict with pesticide reduction. The IPM Plan at Harding Park is in the process of being revised and will be reviewed by a third party. The Public Utilities Commission monitors Lake Merced for a variety but not all chemicals used at Harding Park, and monitoring results found no adverse outcomes.

Commissioner Stephenson inquired about the length of the contract with PGA and suggested revisiting the contract discussions at the time the contract is being negotiated. Dr. Geiger reported that a conversation was previously held with PGA to influence setting a green example related to chemical use, but did not progress at that time. Commissioner King suggested that the



Department and Commission request approval authority and negotiation rights in the environmental practices of and contract negotiations with PGA. Commissioner Wald congratulated Department staff on progress made toward issuing LEED credits based on the IPM rating system, stating that it is an example of San Francisco taking the lead for the entire country.

Public Comment: Mr. Jasper (last name unidentified), suggested that in addition to the use of IPM as a replacement for pesticides, that herbicides and gas-powered equipment could be replaced with a hired labor force to handpick or remove weeds, and such policy would promote sustainability and create jobs that are important in this financial time.

Upon Motion by Commissioner King, second by Commissioner Gravanis, the 2012 Revised Reduced Risk Pesticide List was approved without objection (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald) (Explanatory Document: Res. 001-12-COE).

5. **Department of the Environment's Website Redesign Update.** Sponsor: Melanie Nutter, Director; Staff Speaker: Jesse Woltjer, Internet Communications Coordinator Assistant (Informational Report and Discussion)

Mr. Jesse Woltjer presented a tour of the Department's new website redesign project and discussed the improvements made from the previous design. He explained that content is placed into directories that reflect how Department programs are organized to the public. The new site will contain a search function, public request ability for translation into other languages, social bar, policy directory, events calendar, video directory, solutions directory, and related news that will serve visitors with pertinent content quicker. There will be an internal launch of the new website for quality assurance and an end of February public-launch target date.

Commissioners congratulated Mr. Woltjer on his work improving the website from the previous design. Commissioner Tuchow stated that the new website accomplishes the goal of acquiring metrics that the Commission is interested in and requested seeing reports on analytics as they become available. Commissioner Wald expressed her concern with site navigation for those people who are not City employees or do not have an in-depth knowledge of environmental issues. Mr. Woltjer reported that the search technology would help in this effort. Director Nutter reported that selected staff members would be reviewing the complexity of the content so it is presented in a way that is accessible to a wide range of visitors.

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Director Nutter commended Mr. Woltjer and the Outreach Team and encouraged Commissioners to participate in the launch of the new site.

- 6. Review and Approval of the Department of the Environment's Fiscal Year 2012-13 Draft Budget.** (Explanatory Document: Draft Budget) Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Discussion and Action)

Deputy Director Assmann provided an overview of the Department's Fiscal Year 2012-13 budget for each program area explaining revenue sources, expenses, reductions, declines in grant funding, and fundraising efforts. He reported that the 2012-13 budget is balanced contingent on assumptions made, but increased fundraising efforts will be required to maintain the current level of service in future years, particularly in the Energy Efficiency area due to the conclusion of American Recovery and Reinvestment Act (ARRA) grant funding. The Department has been asked for the first time to present a two-year budget and discussed the difficulties in projecting grants received two years in advance. A similar budget will be submitted for both fiscal years, and revisions will be made as information is received. Director Nutter commended Deputy Director Assmann on his work on the budget and reported on fundraising efforts and opportunities to fill the short and long-term gaps.

Commissioner King suggested holding discussions with other agencies in order to anticipate how their budget shortfalls may affect the Department. Director Nutter and Deputy Director Assmann confirmed that discussions are being held with other Departments to make this determination. Commissioner Wald requested a Policy Committee discussion about the future of the Environmental Justice program now that grant funding has concluded. Commissioner Mok requested that a discussion be held at the April Operations Committee on Department fundraising efforts. Commissioner Gravanis inquired about the Department's gift acceptance policy from corporate grants. Deputy Director Assmann explained that the Department is careful to solicit funding only from corporations that meet the goals of the Department. Commissioner Tuchow stated that Commissioners can play an important role in fundraising and asked that Commissioners provide leads to pursue from the private or public sector and foundations.

Upon Motion by Commissioner Mok, second by Commissioner King, the Department's Fiscal Year 2012-13 Budget was approved without objection. (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald)

- 7. Approval of the Commission on the Environment's 2011 Annual Report.** (Explanatory Document: 2011 Commission Annual Report Draft) Sponsor and Speaker: Commissioner Johanna Wald (Discussion and Action)

Commissioner Wald reported that the Commission at its last meeting requested that the Policy Committee work on the Annual Report so that it reflects the accomplishments and added value that the Commission makes to the City and County of San Francisco. The current draft is a product of the work of the Policy Committee from its last two meetings, Commissioner Wald, and the Commission Secretary. The Operations Committee Members reviewed and approved their section of the report. Commissioner Wald asked that the Commission and its committees keep a list of actions that are important for inclusion in next year's report. Commissioner Tuchow suggested that future reports include the number of people that attend meetings in order to strive for more involvement by the public. Commissioner Wald reported that the Annual Report would

be added to the Department's website and would be submitted to the Mayor and Board of Supervisors. Commission Secretary Fish reported that the Commission's report was a section in the Department's Annual Report and Efficiency Plan in prior years.

Upon Motion by Commissioner Gravanis, second by Commissioner Stephenson, the Commission's Annual Report was approved without objection (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald).

- 8. Director Presentation on South Gwangju Korea Summit on Urban Environmental Accords.** Sponsor: Commissioner Johanna Wald; Speaker: Melanie Nutter, Director (Informational Report and Discussion)

Director Nutter presented on the Department's participation at the South Gwangju, Korea Summit on Urban Environmental Accords in October, which is a follow-up to the 2005 World Environment Day hosted by the City and County of San Francisco. South Gwangju, the United Nations Environmental Program, and the Department of the Environment were co-hosts of the event with participation by over 100 cities from around the globe. The summit theme was "Green City, Better City."

Director Nutter reported that the summit was documented as the next step to look at progress made on sustainability internationally, to discuss goals, what is and is not working at the local level, and next steps. Featured topics included a discussion of metrics for tracking how cities in developing nations can develop a standard methodology for tracking success. This resulted in the development of an Urban Environmental Evaluation Index and Urban Clean Development Mechanism. Next steps for San Francisco include the possibility of a leadership role on the Urban Environmental Accords Members Alliance and possibly setting up a summit in 2013 to host many of the cities that attended the summit in San Antonio, Texas.

Commissioner Tuchow suggested that San Francisco consider hosting the 2013 summit in order to exercise its convening power to promote best practices. Director Nutter reported that San Francisco could offer to host the event based on the Commission and Mayor Lee's interest. Commissioner King suggested that the choice of participants for future summits be considered to provide an opportunity for either the Commission President or more senior members of the Department to attend.

- 9. Nomination and Election of Commission on the Environment Officers.** (Discussion and Action)  
Upon Motion by Commissioner Stephenson, second by Commissioner Mok, Commissioner Tuchow was nominated and elected President of the Commission (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald). Upon Motion by Commissioner Mok, second by Commissioner Wald, Commissioner Gravanis was nominated and elected Vice-President of the Commission (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald).
- 10. Public Notice of 2012 Subscription and Renewal of Commission on the Environment and Committee Notices and Agendas as required by the Commission on the Environment Bylaws.** (Explanatory Document: Subscription Request Form) Staff Speaker: Monica Fish, Commission Secretary (Information and Discussion). Commission Secretary Fish reported that the notice on the agenda fulfills the Commission on the Environment's "Bylaws, Article XIII-Requests for Notice and Agendas" requirement to reaffirm agenda subscribers desire to continue receipt of

Commission meeting agendas and agenda packets. The notice will also be sent to subscribers. Commissioner Stephenson asked that the public be given an opportunity to sign up for agendas on the Department's website.

**11. Operations Committee Report.** (Information and Discussion)

Chair's Report: The January 18, 2012 meeting was cancelled. The next meeting is scheduled for April 18, 2012 to be held at the Department of the Environment Eco Center, 11 Grove Street. Committee Chair Mok reported that the April 18, 2012 Operations Committee meeting would include discussions on the Department's outreach priorities, the Department's budget report, website redesign status report, Department move update, and a fundraising report.

**12. Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the December 12, 2011 and January 9, 2012 meetings and review of the agenda for the February 13, 2012 meeting to be held at City Hall, Room 421.

Committee Chair Wald reported that the December 12 meeting included discussions on the America's Cup Zero Waste Plan and the draft Commission Annual Report. In January, discussions were held with the new Outreach and Communications Manager, Kevin Danaher, on the Community InSight Campaign and the Commission's Annual Report, which was approved today. The current agenda topics for the February 13 meeting include an overview of changes to the Commuter Benefits program, an update on the Department's plan for implementing the new biodiversity program, and discussion of the Commission's and Policy Committee goals and action items for achieving those goals for this year.

**13. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Commission Secretary Fish provided a written report on all communications and correspondence received and City legislation updates since the November 22 meeting. Two additional correspondence items were received (1) from Ms. Denise D'Anne regarding her opposition to motor idling; and (2) a notice of availability of the Draft Environmental Impact Statement for public comment that will close on February 13 for redevelopment of the Alice Griffith Housing site as part of the HopeSF program. Ms. Fish reported on Ethics Commission requirements to submit Commissioner Statement of Economic Interest Form, Sunshine Training and Declaration, and Ethics Training and Certificate to her by the March 27 Commission meeting for submittal to the Ethics Commission or directly to the Ethics Commission on or before April 2.

Commissioner King reported that the Board of Supervisors would be considering the Community Choice Aggregation (CCA) program at its February 1 meeting, and that he would be attending the meeting to request continuance until the Commission has had an opportunity to review the program. Deputy Director Assmann reported on efforts in progress to work with the Public Utilities Commission on grassroots outreach to help promote energy work through CCA. Director Nutter has requested that PUC staff present on the program to the Policy Committee on February 13.

- 14. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Director Nutter provided a written report and highlighted recent activities that include:

- The success of the San Francisco Home Improvement Performance (SFHIP) and Boiler Retrofit programs. Funding is almost fully obligated for these two programs. Department Energy staff will be presenting to the Commission on program results soon.
- The World Green Building Council awarded San Francisco and New York with the best green building policy award.
- Green FinanceSF has been revived for commercial properties. San Francisco is one of the first cities to set up the Property Assessed Clean Energy (PACE) program for commercial properties.
- The success of the sixth annual Green Business Awards reception that was held last week with the recognition of 40 new businesses.
- PG&E allocated \$2.4 million for the Energy Watch program.

Commissioner Wald suggested seeking press coverage for the SFHIP and Boiler Retrofit programs to report on human interest stories of people who benefitted from the programs and to show government money well spent. Commissioner King suggested focusing efforts on smaller newspapers that would like to highlight local celebrities from their community.

- 15. Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.

- 16. President's Announcements.** (Information and Discussion) Commission President Tuchow announced the resignation of Commissioner Prakash and thanked him and former Commissioner Elliot for their service to the Commission. He asked Commissioners for their ideas on potential candidates to fill the Commission vacancy, and discussed the importance of representation on the Commission from the clean and green tech sectors in order to help promote the Mayor's jobs agenda for San Francisco. Condolences were offered for the passing of Commissioner Mok's father and Commissioner King's grandmother.

Commissioner Tuchow reported on the importance of adhering to the Commission's attendance policy in reporting absences in advance of the meeting to the Commission Secretary. Commissioners were asked to express their interest in serving on a Commission Committee and as Committee Chair. Appointments would be scheduled for the March Commission meeting. Commissioners would be asked to discuss the role they can play in fundraising and reaching out to underserved communities who have not been traditionally involved in the environmental movement. Commissioners were asked to send in agenda item requests for the next meeting.

- 17. New Business/Future Agenda Items.** (Information, Discussion and Possible Action) There was no discussion on this agenda item at this time.

**18. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.

**19. Adjournment.** The Commission on the Environment meeting adjourned at 7:20 p.m.

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment is scheduled for Tuesday, March 27, 2012, 5:00 p.m. at City Hall, Room 416.

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <https://sites.google.com/a/sfenvironment.org/commission/environment-commission> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved:





**SF Environment**

**Our home. Our city. Our planet.**



**EDWIN M. LEE**  
Mayor

**MELANIE NUTTER**  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
APPROVED MINUTES**

**GOVERNMENT  
DOCUMENTS DEPT**

**MAR 28 2012**

**TUESDAY, JANUARY 24, 2012, 5:00 P.M.  
CITY HALL, ROOM 416, SAN FRANCISCO, CA 94102**

**SAN FRANCISCO  
PUBLIC LIBRARY**

**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

1. **Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:14 p.m.  
Present: Commissioners Tuchow, Gravanis, King, Mok, Stephenson, and Wald.
2. **Approval of Minutes of the November 22, 2011 Commission on the Environment Meeting.**  
(Explanatory Document: November 22, 2011 Draft and Approved Minutes) (Discussion and Action)  
Upon Motion by Commissioner Gravanis, second by Commissioner Mok, the November 22, 2011 Meeting Minutes were approved without objection (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald).
3. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Ms. Lurilla Harris requested that she be added to the Department's brown bag events agenda mailing list and inquired about the status of the program. Director Nutter reported that the brown bag events will be restarting in February of this year with a presentation by Ms. Dorka Keehn, author of Eco Amazons and confirmed that Ms. Harris would be added to the mailing list.

Mr. David Pilpel announced that he is a newly-appointed member of the San Francisco Public Utilities Commission Citizens Advisory Committee. He spoke of his participation in public meetings held on the 2012 Revised Reduced Risk Pesticide List and urged the Commission to approve the list as well as the Fiscal Year 2012-13 Budget and 2011 Commission Annual Report. He



commended Mr. Jesse Woltjer on his work on the Department's website redesign project and thanked the Commission for their good work.

4. **Resolution approving the Department of the Environment's Integrated Pest Management 2012 Reduced Risk Pesticide List.** Sponsor: Melanie Nutter, Director; Speaker: Chris Geiger, PhD., Green Purchasing Program Manager (Explanatory Documents: 2012 Reduced Risk Pesticide List, Draft and Approved Resolution File 2012-01-COE) (Discussion and Action)

Dr. Chris Geiger reported on Integrated Pest Management (IPM) Ordinance requirements to hold an annual public hearing to review modifications to the previous year's Reduced Risk Pesticide List, and for the Commission to approve a revised list for the ensuing calendar year. He reported on the work session that was held on November 2, 2011 between the IPM Technical Advisory Committee and City stakeholders to identify the safest product alternatives for use in the management of City properties. A public hearing was held on January 17, 2012 that was well attended by members of the Natural Areas Program who expressed concern about the use of herbicides in controlling invasive species in park lands, in particular Glen Park. The list modifications resulted from these discussions and background screenings on use of products.

Dr. Geiger provided a summary of products that were added, removed and replaced with safer products, the pesticide-hazard tier, use limitation type, and exemptions requested by Departments that were either approved or denied. He explained that the majority of exemptions requested were for golf-course use primarily to improve the aesthetics and playability of the field. Dr. Geiger announced that the tier system for screening pesticides that is used nationally by the United States Green Building Council for selection of products for green buildings is currently being reviewed. LEED credits are issued when IPM practices are added. Information on the program and products can be found at [www.sfapproved.org](http://www.sfapproved.org).

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Department and Commission request approval authority and negotiation rights in the environmental practices of and contract negotiations with PGA. Commissioner Wald congratulated Department staff on progress made toward issuing LEED credits based on the IPM rating system, stating that it is an example of San Francisco taking the lead for the entire country.

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Upon Motion by Commissioner Mok, second by Commissioner King, the Department's Fiscal Year 2012-13 Budget was approved without objection. (AYES: Commissioners Tuchow, Gravanis, King, Mok, Stephenson and Wald)

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**13. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

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- 14. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Director Nutter provided a written report and highlighted recent activities that include:

- The success of the San Francisco Home Improvement Performance (SFHIP) and Boiler Retrofit programs. Funding is almost fully obligated for these two programs. Department Energy staff will be presenting to the Commission on program results soon.
- The World Green Building Council awarded San Francisco and New York with the best green building policy award.
- Green FinanceSF has been revived for commercial properties. San Francisco is one of the first cities to set up the Property Assessed Clean Energy (PACE) program for commercial properties.
- The success of the sixth annual Green Business Awards reception that was held last week with the recognition of 40 new businesses.
- PG&E allocated \$2.4 million for the Energy Watch program.

Commissioner Wald suggested seeking press coverage for the SFHIP and Boiler Retrofit programs to report on human interest stories of people who benefitted from the programs and to show government money well spent. Commissioner King suggested focusing efforts on smaller newspapers that would like to highlight local celebrities from their community.

- 15. Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.

- 16. President's Announcements.** (Information and Discussion) Commission President Tuchow announced the resignation of Commissioner Prakash and thanked him and former Commissioner Elliot for their service to the Commission. He asked Commissioners for their ideas on potential candidates to fill the Commission vacancy, and discussed the importance of representation on the Commission from the clean and green tech sectors in order to help promote the Mayor's jobs agenda for San Francisco. Condolences were offered for the passing of Commissioner Mok's father and Commissioner King's grandmother.

Commissioner Tuchow reported on the importance of adhering to the Commission's attendance policy in reporting absences in advance of the meeting to the Commission Secretary. Commissioners were asked to express their interest in serving on a Commission Committee and as Committee Chair. Appointments would be scheduled for the March Commission meeting. Commissioners would be asked to discuss the role they can play in fundraising and reaching out to underserved communities who have not been traditionally involved in the environmental movement. Commissioners were asked to send in agenda item requests for the next meeting.

- 17. New Business/Future Agenda Items.** (Information, Discussion and Possible Action) There was no discussion on this agenda item at this time.

**18. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.

**19. Adjournment.** The Commission on the Environment meeting adjourned at 7:20 p.m.

Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment is scheduled for Tuesday, March 27, 2012, 5:00 p.m. at City Hall, Room 416.

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <https://sites.google.com/a/sfenvironment.org/commission/environment-commission> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved: March 27, 2012





**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
NOTICE OF MEETING AND AGENDA  
TUESDAY, MARCH 27, 2012, 5:00 P.M.  
CITY HALL, ROOM 416  
SAN FRANCISCO, CA 94102

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the January 24, 2012 Commission on the Environment Meeting.** (Explanatory Document: January 24, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
4. **Department of the Environment Eco Center Update since Renovation.** Sponsor: Melanie Nutter, Director; Speaker: Shawn Rosenmoss, Senior Environmental Specialist (10 minutes) (Informational Presentation and Discussion)
5. **Approval of Letter supporting the Endangered Pacific Leatherback as the Official Marine Reptile of California.** (Explanatory Document: (Explanatory Documents: Draft Letter, AB1776 Bill, Legend and Sighting Maps and Picture of Sighting ) Sponsor: Commissioner Ruth Gravanis; Speaker: Teri Shore, Program Director, Turtle Island Restoration Project (10 minutes) (Discussion and Action)
6. **Resolution urging Congress to permanently establish parity between the parking and mass transit/vanpool portions of the Employee Transportation Benefit.** (Explanatory Document: Draft Resolution File 2012-02-COE) Sponsor: Commissioner Ruth Gravanis; Speaker: Bob Hayden, Transportation Manager (10 Minutes) (Discussion and Action)

Department of the Environment, City and County of San Francisco  
11 Grove Street, San Francisco, CA 94102

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7. **Resolution commending the Port of San Francisco for passage of their Zero Waste Events and Activities Policy.** Sponsor: Commissioners Wald and Gravanis; Speaker: Guillermo Rodriguez, Department of the Environment (5 minutes) (Explanatory Documents: Draft Resolution File 2012-03-COE and Port's Policy on Zero Waste Events and Activities Policy)(Discussion and Action)
8. **Commission President's Committee Appointments.** (Discussion and Action)
9. **Operations Committee Report.** (Information and Discussion)  
Chair's Report: The next meeting is scheduled for April 18, 2012 to be held at the Department of the Environment Eco Center, 11 Grove Street.
10. **Policy Committee Report.** (Information and Discussion)  
Chairs Report: Highlights of the February 13 meeting and review of the agenda for the April 4 meeting to be held at the Department of the Environment Eco Center and April 30 rescheduled meeting to be held at City Hall, Room 421.
11. **Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report) (Information and Discussion)  
Monica Fish, Commission Secretary
  - **Communications and Correspondence**
  - **Update on City Legislation**
12. **Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)
13. **Announcements.** (Information and Discussion)
14. **President's Announcements.** (Information and Discussion)
15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action)
16. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
17. **Adjournment.**

Monica Fish, Commission Secretary; TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment is scheduled for Tuesday, May 22, 2012, 5:00 p.m. at City Hall, Room 416.

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <https://sites.google.com/a/stenvironment.org/commission/environment-commission>; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those*

materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available on the Commission's website <https://sites.google.com/a/sfenvironment.org/commission/environment-commission> as attachments to the agenda or meeting minutes.

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or free-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

### **Public Comment**

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment meeting will be held at City Hall, Room 416 in the Civic Center Area. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

**Know your Rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112, web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

Posted: March 21, 2012



**SF Environment**

**Our home. Our city. Our planet.**



**EDWIN M. LEE**  
Mayor

**MELANIE NUTTER**  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
DRAFT MINUTES**

**GOVERNMENT  
DOCUMENTS DEPT**

**TUESDAY, MARCH 27, 2012, 5:00 P.M.**

**APR - 9 2012**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

1. **Call to Order and Roll Call.** The March 27, 2012 Commission on the Environment meeting convened at 5:20 p.m. Present: Commissioners Tuchow, King, Mok and Stephenson (5:40 p.m.) Excused: Commissioners Gravanis and Wald.

**Items 3, 4 and 9 were heard before Items 2, 5, 6 and 7.**

**Items 5, 6 and 7 were heard before Item 2.**

2. **Approval of Minutes of the January 24, 2012 Commission on the Environment Meeting.** (Explanatory Document: January 24, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Stephenson, second by Commissioner King, the January 24, 2012 Minutes were approved without objection (AYES: Commissioners Tuchow, King, Mok and Stephenson; Absent: Commissioners Gravanis and Wald).
3. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Department of the Environment Eco Center Update since Renovation.** (Explanatory Document: Eco Center Presentation) Sponsor: Melanie Nutter, Director; Speaker: Shawn Rosenmoss, Senior Environmental Specialist (Informational Presentation and Discussion)

Ms. Shawn Rosenmoss gave an update on the Department of the Environment's Eco Center at 11 Grove Street and presented on topics that included how well the Eco Center renovation of 2009 was aligned to the vision to make the space transparent, engaging, and inviting to the community. She discussed the function of the Eco Center to relay environmental messages and serve as a flexible community space for revolving displays, meetings of delegations, staff offices, community events, art workshops, cultural events, trainings, brown bags, films, open houses, and dance performances. Ms. Rosenmoss discussed the Department's participation in events such "Parking Day" which brought the Eco Center into the street to transform metered parking spaces for other purposes and "Trolley Dances", site specific performances celebrating mass transit. She also reported on upcoming events and thanked Deputy Director Assmann for his support of the Eco Center.

Commissioner Tuchow inquired about future plans for the Eco Center when the Department transitions into its new space. Ms. Rosenmoss confirmed that funding would be built into the renovation budget to redesign the space. She reported that the new location is still being negotiated, but that many of the functions of the current Eco-Center would remain the same. Deputy Director Assmann reported that the intent is to continue all of the functions of the current Eco Center, and that there would be more flexibility in designing the new space.

Commissioner Mok suggested the possibility of locating the Department's Eco Center in a separate larger space from the Department. Ms. Rosenmoss reported that locating the Eco Center in the same space as the Department provides the ability for the public to interact with staff. She reported that branch libraries serve as off-site small eco centers. Deputy Director Assmann reported that the Literacy for Environmental Justice Eco Center at Herons Head Park building that was supported and funded by the Department serves as an off-site Eco Center, and its activities are linked to the Department's work.

Commissioner King discussed the positive synergy of the Department's current location that may be lost when moving into a new space that may not be a thoroughfare for the community. He asked that alternatives be considered for staying in the same location at 11 Grove Street.

5. **Approval of Letter supporting the Endangered Pacific Leatherback as the Official Marine Reptile of California.** (Explanatory Document: (Explanatory Documents: Presentation to Commission, Draft Letter, AB1776 Bill, FAQ Sheet, Legend and Sighting Maps and Picture of Sighting ) Sponsor: Commissioner Ruth Gravanis; Speaker: Teri Shore, Program Director, Turtle Island Restoration Project (Discussion and Action)

Commission Secretary Fish reported that Commissioner Gravanis has asked that the Turtle Island Restoration Network and Ms. Teri Shore be acknowledged for their work on the AB1776 Bill. Ms. Shore discussed the work of the Sea Turtle Restoration Project ([www.Seaturtles.org](http://www.Seaturtles.org)) sponsoring the bill to make the endangered Pacific Leatherback the official safe marine reptile of California. She discussed its critically endangered status under the United States Endangered Species Act since 1970, reasons for its decline, and the large area along the Central California Coast that has been designated as its critical habitat. Additional information was provided on the large size and magnificent appearance of the turtle, migration patterns from Indonesia to the California, Oregon and Washington coastline to feed on jellyfish, tracking mechanisms, and sightings along the California coast and in waters of San Francisco. She asked that the Commission support AB1776 that would designate the endangered Pacific Leatherback as the official marine reptile



of California that would memorialize the species as important to California, raise awareness of the Pacific Leatherback turtle, and build constituencies for its continued conservation and support.

Commissioner Tuchow confirmed that there was not another reptile in competition for this honor. Commissioner King suggested that there be outreach to California schools to adopt the Leatherback Sea Turtle as a school's official mascot that would bring importance to this reptile and serve as a public relations tool. Upon Motion by Commissioner King, second by Commissioner Mok, the letter supporting the endangered Pacific Leatherback Turtle as the official marine reptile of California was approved without objection (AYES: Commissioners Tuchow, King, Mok and Stephenson; Absent: Commissioners Gravanis and Wald).

6. **Resolution urging Congress to permanently establish parity between the parking and mass transit/vanpool portions of the Employee Transportation Benefit.** (Explanatory Document: Draft Resolution File 2012-02-COE) Sponsor: Commissioner Ruth Gravanis; Speaker: Bob Hayden, Transportation Manager (Discussion and Action)

Mr. Bob Hayden reported that federal tax provisions that transit and car-sharing tax benefits for commuters be treated equally with tax benefits for commuter costs for automobile parking expired last year, and tax legislation that would have restored the parity that was part of a broader tax bill, was not acted upon by Congress. Now, under the federal tax code for the commuter benefits program, participating employees can deduct a larger amount of their income before taxation (app. 48%) for parking than for transit commuting or van/car-pooling. Mr. Hayden reported that there is legislation proposed in Congress to restore the parity, and that this Resolution before the Commission would be asking the Board of Supervisors and Mayor to urge Congress to enact that parity and make it permanent in the tax code. Mr. Hayden explained that this bill is part of a larger Omnibus Transportation bill that is in considerable controversy within Congress and the Senate. One effort of this Resolution is to make sure this provision of commuter benefits does not get lost in the entire transportation bill.

Upon Motion by Commissioner King, second by Commissioner Stephenson, Resolution File 2012-02-COE was approved without objection (AYES: Commissioners Tuchow, King, Mok and Stephenson; Absent: Commissioners Gravanis and Wald) (Explanatory Document: Approved Resolution 002-12-COE).

7. **Resolution commending the Port of San Francisco for passage of their Zero Waste Events and Activities Policy.** Sponsor: Commissioners Wald and Gravanis; Speaker: Guillermo Rodriguez, Department of the Environment (Explanatory Documents: Draft Resolution File 2012-03-COE and Port's Policy on Zero Waste Events and Activities Policy)(Discussion and Action)

Mr. Guillermo Rodriguez reported that this Resolution is on behalf of the Commission and Department to recognize the Port, its staff and their Commission for passing a major milestone in advancing the Department's and the City's policies for events and activities that happen on Port property throughout the year. The idea started with conversations for events planned for America's Cup and how to hold folks accountable in San Francisco. The Port was able to devise a policy that took many of the City's programs and policies and made them apply to all permits that seek to use Port property that exceed attendance of over 5,000. This policy not only applies to America's Cup activities, but to other events on Port facilities such as fleet week, New Year's celebration, Oktoberfest, and marathons.

This Resolution is to thank the Port and encourage other departments who issue permits for use of public facilities to follow suit. The Department from a staff level has been in discussions with the Recreation and Park Department to begin crafting similar language for permitting on their facilities.

Ms. Fish reported that Commissioner Gravanis has asked to read into the record that the Treasure Island Development Authority has incorporated language in its events policy to discourage the use of single-use water bottles, plastic bags, and balloons.

Public Comment: Ms. Teri Shore, Program Director, Sea Turtles Restoration Project, spoke in support of this Resolution and the Port's policy. She stated that her organization has been following the America's Cup closely and has been before this Commission on various items related to the event. She acknowledged the Port for successfully addressing the issues around the America's Cup and for setting a model for other Ports in the United States and elsewhere to take proactive efforts to reduce the use of plastics.

Upon Motion by Commissioner Mok, second by Commissioner Stephenson, Resolution File 2012-03-COE was approved without objection (AYES: Commissioners Tuchow, King, Mok and Stephenson; Absent: Commissioners Gravanis and Wald) (Explanatory Document: Approved Resolution 003-12-COE)

8. **Commission President's Committee Appointments.** (Discussion and Action) Commission President Tuchow appointed Commissioners Wald and Gravanis as members of the Policy Committee with Commissioner Wald as Chair and Commissioners Mok, King and Stephenson as members of the Operations Committee with Commissioner King as Chair.

9. **Operations Committee Report.** (Information and Discussion)  
Chair's Report: The next meeting is scheduled for April 18, 2012 to be held at the Department of the Environment Eco Center, 11 Grove Street.

Committee Chair Mok handed over the floor to Commissioner King who stated that with the President's approval, he would be serving as Committee Chair and would be presenting a plan for the year after review of the Committee Bylaws.

10. **Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the February 13 meeting and review of the agenda for the April 4 meeting to be held at the Department of the Environment Eco Center and April 30 rescheduled meeting to be held at City Hall, Room 421.

Commission Secretary Fish read a report issued by Commissioner Gravanis on Policy Committee discussions at the February 13<sup>th</sup> meeting on Community Choice Aggregation, Pre-Tax Commuter Benefits, the Biodiversity Implementation Plan and Policy Committee Recommendations for achieving 2012 Commission goals. The April 4 special meeting agenda will include Policy Committee recommendations on Commission goals and action items to achieve goals for calendar year 2012 for recommendation to the Commission and CleanPowerSF, a presentation by Community Choice Aggregation advocates. The April 30<sup>th</sup> meeting is scheduled to have a

presentation by the San Francisco County Transportation Authority on high speed rail and other topics that will be discussed at the April 4 meeting.

**11. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Ms. Fish reported on special attention items, communications and correspondence received and an update on City legislation since the Commission's last meeting held in January as reflected in the written Commission Secretary's Report explanatory document.

**12. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Deputy Director Assmann reported on highlights of the Director's Report that include (1) achieving full staffing on the Department Outreach team; (2) scheduling of the launch of the Department's new website in April concurrently with the Mayor's Earth Day breakfast; (3) current vacancies to fill; (4) submittal of the Department budget to the Mayor's Office and upcoming Board of Supervisors hearing on May; (5) upcoming negotiations between the unions and the City on labor contracts that will expire at the end of June; and (6) status of the Department's move negotiations and potential move date in October/November. Director Nutter is in Melbourne, Australia at a meeting of C40, International Cities Organization that focuses on climate issues.

Commissioner Tuchow inquired whether progress is being made on the City's zero waste goals and asked if there are challenges to consider to achieving greater diversion. Deputy Director Assmann reported that there are annual measurements being taken and figures for 2010 would be available in May. The last report was an increase from 77 percent to 78 percent diversion. He reported that a better economy leads to more production resulting in more waste, even if the recycling rate is higher. Waste going to landfill is measured on a monthly basis and has been on a rate of decline but is now leveling off. The challenge is to keep the diversion rate higher when the economy gets better. Deputy Director Assmann reported that there are discussions about starting a new processing facility, and that there would be continued emphasis on programs and education to increase participation in recycling and composting programs to help with diversion rates. He reported that the Board of Supervisors will be holding a hearing next month to discuss materials that are being taken out of people's bin.

Commissioner King requested that he be kept apprised of meetings on Community Choice Aggregation that he believes may lead to a loss of local renewable energy being produced and fewer local jobs. He expressed his concern with advertising the Department's program work with Recology that may lead to unforeseen consequences in the future. Deputy Director Assmann reported that the SFPUC is the lead on Community Choice Aggregation. He reported on the success of Marin County's community choice aggregation program that is offering light green

(50% renewable) and deep green (100% renewable) programs to its customers and how this program can be used as a model.

Commissioner Stephenson asked for future regular reports on what accounts for successes in certain programs so activities can be replicated.

13. **Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.
14. **President's Announcements.** (Information and Discussion) Commission President Tuchow congratulated Commissioner Mok and Deputy Director Assmann on celebrating their birthdays. He asked Commissioners and Deputy Director Assmann on ideas for future agenda topics that would be discussed at agenda planning sessions between himself and Director Nutter two to three weeks before each Commission meeting.
15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action) Commissioner King asked for a discussion on the impact of the bag law and the idea that work be done with private industries to create canvas bags so that by 2016, there would not be a need for paper bags. Commissioner Mok suggested holding one Commission town-hall meeting once a year and the possibility of holding such a meeting in the next few months.
16. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.
17. **Adjournment.** The Commission on the Environment meeting adjourned at 6:30 p.m.

The next meeting of the Commission on the Environment is scheduled for Tuesday, May 22, 2012, 5:00 p.m. at City Hall, Room 416.

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <https://sites.google.com/a/sfenvironment.org/commission/environment-commission> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved:



**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
APPROVED MINUTES**

**TUESDAY, MARCH 27, 2012, 5:00 P.M.**

**CITY HALL, ROOM 416, SAN FRANCISCO, CA 94102**

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MAY 23 2012

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

1. **Call to Order and Roll Call.** The March 27, 2012 Commission on the Environment meeting convened at 5:20 p.m. Present: Commissioners Tuchow, King, Mok and Stephenson (5:40 p.m.) Excused: Commissioners Gravanis and Wald.

**Items 3, 4 and 9 were heard before Items 2, 5, 6 and 7.**

**Items 5, 6 and 7 were heard before Item 2.**

2. **Approval of Minutes of the January 24, 2012 Commission on the Environment Meeting.** (Explanatory Document: January 24, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Stephenson, second by Commissioner King, the January 24, 2012 Minutes were approved without objection (AYES: Commissioners Tuchow, King, Mok and Stephenson; Absent: Commissioners Gravanis and Wald).
3. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.
4. **Department of the Environment Eco Center Update since Renovation.** (Explanatory Document: Eco Center Presentation) Sponsor: Melanie Nutter, Director; Speaker: Shawn Rosenmoss, Senior Environmental Specialist (Informational Presentation and Discussion)

Ms. Shawn Rosenmoss gave an update on the Department of the Environment's Eco Center at 11 Grove Street and presented on topics that included how well the Eco Center renovation of 2009 was aligned to the vision to make the space transparent, engaging, and inviting to the community. She discussed the function of the Eco Center to relay environmental messages and serve as a flexible community space for revolving displays, meetings of delegations, staff offices, community events, art workshops, cultural events, trainings, brown bags, films, open houses, and dance performances. Ms. Rosenmoss discussed the Department's participation in events such as "Parking Day" which brought the Eco Center into the street to transform metered parking spaces for other purposes and "Trolley Dances", site specific performances celebrating mass transit. She also reported on upcoming events and thanked Deputy Director Assmann for his support of the Eco Center.

Commissioner Tuchow inquired about future plans for the Eco Center when the Department transitions into its new space. Ms. Rosenmoss confirmed that funding would be built into the renovation budget to redesign the space. She reported that the new location is still being negotiated, but that many of the functions of the current Eco-Center would remain the same. Deputy Director Assmann reported that the intent is to continue all of the functions of the current Eco Center, and that there would be more flexibility in designing the new space.

Commissioner Mok suggested the possibility of locating the Department's Eco Center in a separate larger space from the Department. Ms. Rosenmoss reported that locating the Eco Center in the same space as the Department provides the ability for the public to interact with staff. She reported that branch libraries serve as off-site small eco centers. Deputy Director Assmann reported that the Literacy for Environmental Justice Eco Center at Herons Head Park building that was supported and funded by the Department serves as an off-site Eco Center, and its activities are linked to the Department's work.

Commissioner King discussed the positive synergy of the Department's current location that may be lost when moving into a new space that may not be a thoroughfare for the community. He asked that alternatives be considered for staying in the same location at 11 Grove Street.

5. **Approval of Letter supporting the Endangered Pacific Leatherback as the Official Marine Reptile of California.** (Explanatory Document: (Explanatory Documents: Presentation to Commission, Draft Letter, AB1776 Bill, FAQ Sheet, Legend and Sighting Maps and Picture of Sighting ) Sponsor: Commissioner Ruth Gravanis; Speaker: Teri Shore, Program Director, Turtle Island Restoration Project (Discussion and Action)

Commission Secretary Fish reported that Commissioner Gravanis has asked that the Turtle Island Restoration Network and Ms. Teri Shore be acknowledged for their work on the AB1776 Bill. Ms. Shore discussed the work of the Sea Turtle Restoration Project ([www.Seaturtles.org](http://www.Seaturtles.org)) sponsoring the bill to make the endangered Pacific Leatherback the official safe marine reptile of California. She discussed its critically endangered status under the United States Endangered Species Act since 1970, reasons for its decline, and the large area along the Central California Coast that has been designated as its critical habitat. Additional information was provided on the large size and magnificent appearance of the turtle, migration patterns from Indonesia to the California, Oregon and Washington coastline to feed on jellyfish, tracking mechanisms, and sightings along the California coast and in waters of San Francisco. She asked that the Commission support AB1776 that would designate the endangered Pacific Leatherback as the official marine reptile



of California that would memorialize the species as important to California, raise awareness of the Pacific Leatherback turtle, and build constituencies for its continued conservation and support.

Commissioner Tuchow confirmed that there was not another reptile in competition for this honor. Commissioner King suggested that there be outreach to California schools to adopt the Leatherback Sea Turtle as a school's official mascot that would bring importance to this reptile and serve as a public relations tool. Upon Motion by Commissioner King, second by Commissioner Mok, the letter supporting the endangered Pacific Leatherback Turtle as the official marine reptile of California was approved without objection (AYES: Commissioners Tuchow, King, Mok and Stephenson; Absent: Commissioners Gravanis and Wald).

6. **Resolution urging Congress to permanently establish parity between the parking and mass transit/vanpool portions of the Employee Transportation Benefit.** (Explanatory Document: Draft Resolution File 2012-02-COE) Sponsor: Commissioner Ruth Gravanis; Speaker: Bob Hayden, Transportation Manager (Discussion and Action)

Mr. Bob Hayden reported that federal tax provisions that transit and car-sharing tax benefits for commuters be treated equally with tax benefits for commuter costs for automobile parking expired last year, and tax legislation that would have restored the parity that was part of a broader tax bill, was not acted upon by Congress. Now, under the federal tax code for the commuter benefits program, participating employees can deduct a larger amount of their income before taxation (app. 48%) for parking than for transit commuting or van/car-pooling. Mr. Hayden reported that there is legislation proposed in Congress to restore the parity, and that this Resolution before the Commission would be asking the Board of Supervisors and Mayor to urge Congress to enact that parity and make it permanent in the tax code. Mr. Hayden explained that this bill is part of a larger Omnibus Transportation bill that is in considerable controversy within Congress and the Senate. One effort of this Resolution is to make sure this provision of commuter benefits does not get lost in the entire transportation bill.

Upon Motion by Commissioner King, second by Commissioner Stephenson, Resolution File 2012-02-COE was approved without objection (AYES: Commissioners Tuchow, King, Mok and Stephenson; Absent: Commissioners Gravanis and Wald) (Explanatory Document: Approved Resolution 002-12-COE).

7. **Resolution commending the Port of San Francisco for passage of their Zero Waste Events and Activities Policy.** Sponsor: Commissioners Wald and Gravanis; Speaker: Guillermo Rodriguez, Department of the Environment (Explanatory Documents: Draft Resolution File 2012-03-COE and Port's Policy on Zero Waste Events and Activities Policy)(Discussion and Action)

Mr. Guillermo Rodriguez reported that this Resolution is on behalf of the Commission and Department to recognize the Port, its staff and their Commission for passing a major milestone in advancing the Department's and the City's policies for events and activities that happen on Port property throughout the year. The idea started with conversations for events planned for America's Cup and how to hold folks accountable in San Francisco. The Port was able to devise a policy that took many of the City's programs and policies and made them apply to all permits that seek to use Port property that exceed attendance of over 5,000. This policy not only applies to America's Cup activities, but to other events on Port facilities such as fleet week, New Year's celebration, Oktoberfest, and marathons.

This Resolution is to thank the Port and encourage other departments who issue permits for use of public facilities to follow suit. The Department from a staff level has been in discussions with the Recreation and Park Department to begin crafting similar language for permitting on their facilities.

Ms. Fish reported that Commissioner Gravanis has asked to read into the record that the Treasure Island Development Authority has incorporated language in its events policy to discourage the use of single-use water bottles, plastic bags, and balloons.

Public Comment: Ms. Teri Shore, Program Director, Sea Turtles Restoration Project, spoke in support of this Resolution and the Port's policy. She stated that her organization has been following the America's Cup closely and has been before this Commission on various items related to the event. She acknowledged the Port for successfully addressing the issues around the America's Cup and for setting a model for other Ports in the United States and elsewhere to take proactive efforts to reduce the use of plastics.

Upon Motion by Commissioner Mok, second by Commissioner Stephenson, Resolution File 2012-03-COE was approved without objection (AYES: Commissioners Tuchow, King, Mok and Stephenson; Absent: Commissioners Gravanis and Wald) (Explanatory Document: Approved Resolution 003-12-COE)

8. **Commission President's Committee Appointments.** (Discussion and Action) Commission President Tuchow appointed Commissioners Wald and Gravanis as members of the Policy Committee with Commissioner Wald as Chair and Commissioners Mok, King and Stephenson as members of the Operations Committee with Commissioner King as Chair.

9. **Operations Committee Report.** (Information and Discussion)  
Chair's Report: The next meeting is scheduled for April 18, 2012 to be held at the Department of the Environment Eco Center, 11 Grove Street.

Committee Chair Mok handed over the floor to Commissioner King who stated that with the President's approval, he would be serving as Committee Chair and would be presenting a plan for the year after review of the Committee Bylaws.

10. **Policy Committee Report.** (Information and Discussion)  
Chairs Report: Highlights of the February 13 meeting and review of the agenda for the April 4 meeting to be held at the Department of the Environment Eco Center and April 30 rescheduled meeting to be held at City Hall, Room 421.

Commission Secretary Fish read a report issued by Commissioner Gravanis on Policy Committee discussions at the February 13<sup>th</sup> meeting on Community Choice Aggregation, Pre-Tax Commuter Benefits, the Biodiversity Implementation Plan and Policy Committee Recommendations for achieving 2012 Commission goals. The April 4 special meeting agenda will include Policy Committee recommendations on Commission goals and action items to achieve goals for calendar year 2012 for recommendation to the Commission and CleanPowerSF, a presentation by Community Choice Aggregation advocates. The April 30<sup>th</sup> meeting is scheduled to have a

presentation by the San Francisco County Transportation Authority on high speed rail and other topics that will be discussed at the April 4 meeting.

**11. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Ms. Fish reported on special attention items, communications and correspondence received and an update on City legislation since the Commission's last meeting held in January as reflected in the written Commission Secretary's Report explanatory document.

**12. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Deputy Director Assmann reported on highlights of the Director's Report that include (1) achieving full staffing on the Department Outreach team; (2) scheduling of the launch of the Department's new website in April concurrently with the Mayor's Earth Day breakfast; (3) current vacancies to fill; (4) submittal of the Department budget to the Mayor's Office and upcoming Board of Supervisors hearing on May; (5) upcoming negotiations between the unions and the City on labor contracts that will expire at the end of June; and (6) status of the Department's move negotiations and potential move date in October/November. Director Nutter is in Melbourne, Australia at a meeting of C40, International Cities Organization that focuses on climate issues.

Commissioner Tuchow inquired whether progress is being made on the City's zero waste goals and asked if there are challenges to consider to achieving greater diversion. Deputy Director Assmann reported that there are annual measurements being taken and figures for 2010 would be available in May. The last report was an increase from 77 percent to 78 percent diversion. He reported that a better economy leads to more production resulting in more waste, even if the recycling rate is higher. Waste going to landfill is measured on a monthly basis and has been on a rate of decline but is now leveling off. The challenge is to keep the diversion rate higher when the economy gets better. Deputy Director Assmann reported that there are discussions about starting a new processing facility, and that there would be continued emphasis on programs and education to increase participation in recycling and composting programs to help with diversion rates. He reported that the Board of Supervisors will be holding a hearing next month to discuss materials that are being taken out of people's bins.

Commissioner King requested that he be kept apprised of meetings on Community Choice Aggregation that he believes may lead to a loss of local renewable energy being produced and fewer local jobs. He expressed his concern with advertising the Department's program work with Recology that may lead to unforeseen consequences in the future. Deputy Director Assmann reported that the SFPUC is the lead on Community Choice Aggregation. He reported on the success of Marin County's community choice aggregation program that is offering light green

(50% renewable) and deep green (100% renewable) programs to its customers and how this program can be used as a model.

Commissioner Stephenson asked for future regular reports on what accounts for successes in certain programs so activities can be replicated.

15. **Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.
14. **President's Announcements.** (Information and Discussion) Commission President Tuchow congratulated Commissioner Mok and Deputy Director Assmann on celebrating their birthdays. He asked Commissioners and Deputy Director Assmann on ideas for future agenda topics that would be discussed at agenda planning sessions between himself and Director Nutter two to three weeks before each Commission meeting.
15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action) Commissioner King asked for a discussion on the impact of the bag law and the idea that work be done with private industries to create canvas bags so that by 2016, there would not be a need for paper bags. Commissioner Mok suggested holding one Commission town-hall meeting once a year and the possibility of holding such a meeting in the next few months.
16. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.
17. **Adjournment.** The Commission on the Environment meeting adjourned at 6:30 p.m.

The next meeting of the Commission on the Environment is scheduled for Tuesday, May 22, 2012, 5:00 p.m. at City Hall, Room 416.

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved: May 22, 2012



**SFEnvironment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
NOTICE OF MEETING AND AGENDA**

**TUESDAY, MAY 22, 2012, 5:00 P.M.  
CITY HALL, ROOM 416  
SAN FRANCISCO, CA 94102**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Amend Approved Minutes of the January 24, 2012 Commission on the Environment Meeting.**  
(Explanatory Document: January 24, 2012 Corrected Minutes Section and Letter Requesting Corrections to Minutes) (Discussion and Action)
- 3. Approval of Minutes of the March 27, 2012 Commission on the Environment Meeting.** (Explanatory Document: March 27, 2012 Draft Minutes) (Discussion and Action)
- 4. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
- 5. Update on San Francisco's Healthy Nail Salon Initiative.** Sponsor: Melanie Nutter, Director; Staff Speakers: Sushma Bhatia, Toxics Reduction Program Manager and Swati Sharma, Commercial Toxics Reduction Coordinator (15 minutes) (Informational Report and Discussion)
- 6. GreenStacks, San Francisco Environment's Award-Winning Collaboration with the San Francisco Public Library System and the Friends of the Public Library.** Sponsor: Melanie Nutter, Director; Staff Speaker: Shawn Rosenmoss, Senior Environmental Specialist (15 minutes) (Informational Presentation and Discussion)

7. **Update on the Electric Vehicle Program.** Sponsor: Melanie Nutter, Director; Staff Speaker: Bob Hayden, Manager, Transportation and Clean Vehicle Program (15 minutes) (Informational Presentation and Discussion)
8. **Planning for the Commission on the Environment's Annual Retreat.** Sponsor and Speaker: Melanie Nutter, Director (Discussion)
9. **Operations Committee Report.** (Information and Discussion)  
Chair's Report: Highlights of the April 18, 2012 meeting and review of the agenda for the July 18, 2012 meeting to be held at the Department of the Environment Eco Center, 11 Grove Street.
10. **Policy Committee Report.** (Information and Discussion)  
Chairs Report: Highlights of the April 4, April 30, and May 14 meetings and review of the agenda for the June 11, 2012 meeting to be held at City Hall, Room 421.
11. **Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report) (Information and Discussion)  
Monica Fish, Commission Secretary
  - **Communications and Correspondence**
  - **Update on City Legislation**
12. **Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)
13. **Announcements.** (Information and Discussion)
14. **President's Announcements.** (Information and Discussion)
15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action)
16. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
17. **Adjournment.**

Monica Fish, Commission Secretary; TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment is scheduled for Tuesday, July 24, 2012, 5:00 p.m. at City Hall, Room 416.

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <http://www.sfenvironment.org/commission/agendas>; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during*



normal office hours or will be made available on the Commission's website <http://www.sfenvironment.org/commission/agendas> as attachments to the agenda or meeting minutes.

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

### **Public Comment**

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment meeting will be held at City Hall, Room 416 in the Civic Center Area. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

**Know your Rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112, web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

Posted: May 16, 2012



**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

35-31-1270317 RCVD

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**GOVERNMENT  
DOCUMENTS DEPT**

**REGULAR MEETING  
DRAFT MINUTES**

JUN 01 2012

**TUESDAY, MAY 22, 2012, 5:00 P.M.**

**CITY HALL, ROOM 416, SAN FRANCISCO, CA 94102**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:08 p.m. Present: Commissioners Tuchow (6:35 p.m.), Gravanis, King, Mok, Stephenson and Wald.
- 2. Amend Approved Minutes of the January 24, 2012 Commission on the Environment Meeting.** (Explanatory Document: January 24, 2012 Corrected Minutes Section and Letter Requesting Corrections to Minutes) (Discussion and Action) Upon Motion by Commissioner Wald, second by Commissioner Stephenson, the January 24, 2012 Approved Minutes were amended (AYES: Commissioners Gravanis, King, Mok, Stephenson and Wald; Absent: Commissioner Tuchow).
- 3. Approval of Minutes of the March 27, 2012 Commission on the Environment Meeting.** (Explanatory Document: March 27, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Wald, second by Commissioner Mok, the March 27, 2012 Commission Meeting Minutes were approved (AYES: Commissioners Gravanis, King, Mok, Stephenson and Wald; Absent: Commissioner Tuchow).
- 4. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Ms. Lurilla Harris inquired whether the Commission has or will be taking a position on the Beach Chalet synthetic turf proposal.

Mr. Joshua Arce, Brightline Defense Project, commended the Commission for commenting on the importance of incorporating the City's new local hiring policy and environmental justice component into the America's Cup as part of the Sustainability Plan. He announced that an agreement has been reached with the America's Cup, City coalition partners, and organized labor that the event will be all local hiring union jobs that will lead to sustainable working conditions. Mr. Arce reported that plans to rebuild Piers 30 and 32 that were cancelled previously are now being discussed again. He discussed the delay of plans to install solar panels on City Hall due to union disputes that took place with the Sunset Reservoir solar installation, and the state resolution that has resolved this dispute by opening up the work to all unions.

Mr. David Pilpel stated that he has been reappointed to the Sunshine Ordinance Task Force and spoke in support of the Department's programs and work.

Commissioner Gravanis announced that today is Biodiversity Day and wished everyone a Happy Biodiversity Day.

5. **Update on San Francisco's Healthy Nail Salon Initiative.** (Explanatory Document: Healthy Nail Salon Recognition Program Presentation) Sponsor: Melanie Nutter, Director; Staff Speakers: Sushma Bhatia, Toxics Reduction Program Manager and Swati Sharma, Commercial Toxics Reduction Coordinator (Informational Report and Discussion)

Ms. Sushma Bhatia updated the Commission on San Francisco's Healthy Nail Salon Recognition Program, discussing the large number of nail salons and employees in San Francisco, worker characteristics, and work conditions. She reported on health concerns posed to nail salon employees due to exposure of chemicals in nail products. Ms. Bhatia reported that the Nail Salon Recognition Ordinance was adopted in 2010 as a way to implement safer practices by manufacturers, consumers, nail salons, and beauty supply stores. After passage of the Ordinance, San Francisco Environment started a research project to identify the three ingredients in nail products that pose the most health concerns and environmental impacts, and staff has outreached to nail salons to not use products containing these harmful chemicals and to adopt healthier practices.

Ms. Swati Sharma reported that San Francisco Environment has adopted regulations to set the criteria for the use of safer products, safer practices, and training. She reported that the California Department of Toxics and Substance Control tested products that claim to be free of the three ingredients that pose a health concern, and the study found that product claims were oftentimes mislabeled. San Francisco Environment is working on outreach to manufacturers, to nail salons, and beauty supply stores to supply safer products and provide protective equipment. Ventilation unit rebates are being offered for early adopters of the program. Ms. Bhatia reported that this program is creating a model for other jurisdictions and asked the Commission for their support in implementing this voluntary program.

Commissioner Stephenson inquired whether there were downstream toxics issues from disposal of products. Ms. Bhatia reported that the concern is more about chemicals being released into the environment causing air/health issues than a downstream issue from disposal of products.

Commissioner Wald inquired whether the program would include certification or placement of signage at the nail salon that shows that it meets the criteria of a healthy nail salon as a way to

inform the public. Ms. Bhatia reported that the Department will be offering recognition to those nail salons that meet the criteria by offering promotional support through its social-media channels and healthy nail-salon decals. Commissioner Wald suggested targeting owners of more than one nail salon as a way to implement the program expeditiously and to spas that cater to people that may be more health conscious and would be interested in promoting products that are healthier and more sustainable.

Commissioner King stated that this program would be an excellent candidate to involve the news media in as a way to alert the public about the safety of products. Commissioner Stephenson suggested recruiting Yelp to advertise this program in their newsletter to San Francisco residents and to add a badge marker of healthy nail salons on their website. Commissioner Gravanis inquired how the Commission can help with this program. Ms. Bhatia suggested that outreach could be held in neighborhoods where nail salons are not participating to convince them to be a green salon and become certified. Commissioners commended staff for their work on this program.

6. **GreenStacks, San Francisco Environment's Award-Winning Collaboration with the San Francisco Public Library System and the Friends of the Public Library.** (Public Library GreenStacks Presentation) Sponsor: Melanie Nutter, Director; Staff Speaker: Shawn Rosenmoss, Senior Environmental Specialist(Informational Presentation and Discussion)

Ms. Shawn Rosenmoss discussed GreenStacks, the partnership between San Francisco Environment, Friends of the Public Library, and the San Francisco Public Library system that is working together to offer a comprehensive environmental program serving the community. She discussed how the library system and its facilities are able to bring educational programs to the community through its operations, buildings/Branch Library Improvement Program, green book mobile, green multi-cultural/lingual collections, and programming that is targeted to a wide range of audiences. There are ten LEED gold/silver branches in the City or in process and each library has a green report card that is being replicated around the country. Ms. Rosenmoss elaborated on two of the newest programs, the Kill-a-watt program and GreenPlanetStreaming environmental films that will be added to the Department's website. GreenStacks has won innovation, green building, and climate awards and has received a grant for zero waste signage and Liquid Crystal Displays (LCD's). Website: [www.sfpl.org/greenstacks](http://www.sfpl.org/greenstacks). Ms. Rosenmoss suggested that Commissioners be interviewed for the Library's Green People webpage and assist in programming efforts.

Commissioner Wald expressed concern about whether the collaboration was being used to drive San Francisco Environment's agenda. Ms. Rosenmoss responded that GreenStacks shares the same values and agenda as SF Environment, which is to help businesses and residents in San Francisco become educated on environmental issues and give them the resources they need to take action and make behavior changes. Commissioners commended Ms. Rosenmoss on her work and on the success of the program.

7. **Update on the Electric Vehicle Program.** (Explanatory Document: Electric Vehicle Program Presentation) Sponsor: Melanie Nutter, Director; Staff Speaker: Bob Hayden, Manager, Transportation and Clean Vehicle Program (Informational Presentation and Discussion)

Mr. Bob Hayden updated the Commission on the current electric vehicle market and the large number projected to be available in the future. He reported that cars and trucks are the cause of 38.8 percent of greenhouse gas emissions in San Francisco and discussed the importance of firstly influencing people away from cars into public transportation and other alternative methods of transportation and then moving the City's vehicle fleet to an electric- transportation system. Mr. Hayden reported on the increase of public-charger installations around the City in public areas since January of this year.

Mr. Hayden reported on the ChargePoint California Demonstration project, a program funded by the California Energy Commission to research challenges faced with installing charging stations in San Francisco's multi-family buildings, where two-thirds of San Francisco residents live. This program will develop a knowledge base and fund the charging equipment and much of the installation chargers for selected buildings in San Francisco. San Francisco Environment in partnership with PG&E, Coulomb Technologies, and Clean Cities Coalition reached out to the multi-family community and various organizations to make them aware of the program and offered workshops. Sixty-eight applications have been received from an application process held in the spring, and forty-one buildings have been selected to participate in the program. Mr. Hayden discussed program statistics and challenges faced with allocation of costs and access as well as building and legal issues.

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Public Comment: Ms. Lurilla Harris inquired about grant availability for installing electric vehicle chargers in single-family homes. Mr. Hayden reported that the Bay Area Air Quality Management District has a program to allow \$700 for a home charger. Ms. Harris stated that there is an Electric Car Association that meets on Saturdays at Luscious Garage on 9<sup>th</sup> Street.

**8. Planning for the Commission on the Environment's Annual Retreat.** Sponsor and Speaker: Melanie Nutter, Director (Discussion)

Deputy Director Assmann reported that the Commission's Policy Committee has developed a set of recommendations that could be a focal point of the Commission's retreat this year, one of which is to work on a Sustainability Plan. Commissioner Wald suggested that Commissioners consider engaging in the same kind of process as the Policy Committee has to identify the issues that this Commission wants to prioritize in the coming year. Topics identified were a result of Commissioners Gravanis and Wald's recognition that the Commission/Committees should be more proactive and strategic in terms of selecting topics to be addressed at meetings that would help achieve the goals of the Department and the Commission. Topics selected were the Sustainability Plan, Biodiversity Plan implementation, Climate and Renewable Energy, and metrics. The Policy Committee will be meeting in June to discuss how to implement priorities and possibly recommend one or more priorities to the Commission.



Commissioner Gravanis reported that a discussion was held as to what extent the Commission can add value to the whole process and do some of the work that may not get done otherwise. She asked whether the Commission would prefer hearing staff reports at the retreat or interact on selecting priorities.

Commissioner King suggested that the Commission retreat should be a way for Commissioners to interact with each other, review the Commission Bylaws, discuss what the Department's activities are, what policies the Commission has worked on recently, and decide what to work on in the future. He asked that the retreat not be focused on staff presentations and that attendance should include Commissioners, the Director and a selected number of Department heads. Commissioner Stephenson suggested that the Commission hold a discussion on its vision for the future and to create a calendar of future agenda topics that could be heard in addition to new topics. Commissioner Mak concurred that the retreat should be a way for the Commission to focus on future priorities and select important issues to work on.

**9. Operations Committee Report.** (Information and Discussion)

Chair's Report: Highlights of the April 18, 2012 meeting and review of the agenda for the July 18, 2012 meeting to be held at the Department of the Environment Eco Center, 11 Grove Street.

Commission Operations Committee Chair King reported on discussions held at the Committee's April 18 meeting on the Department's planned move to 1455 Market Street and the Department's outreach strategies and staffing. He discussed the positive amenities that the new location has to offer but expressed his concern that the Eco-Center would be located upstairs and not on the commercial corridor ground floor. It was reported that there would be ground floor space available in the future. Commissioner King reported on his suggestions that the Outreach team consider providing bilingual training in both English and Cantonese in order to build staff capacity. Discussions were held on approaches to consider for evaluating outreach techniques and measuring the impact and effectiveness of social media outreach. Commissioner Stephenson reported that the Outreach team will be providing ongoing reports to the Committee on its communications and programs.

**10. Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the April 4, April 30, and May 14 meetings and review of the agenda for the June 11, 2012 meeting to be held at City Hall, Room 421.

Committee Chair Wald reported that the focus of the April 30 meeting was on California's High Speed Rail project, the Van Ness Bus Rapid Transit Plan, which was recently approved at the Planning Commission, and the America's Cup Sustainability Credit. The April 4 and April 30 meetings both included discussions about priorities that the Commission and Committees should be pursuing in the coming year, and the June meeting will include a discussion on how to implement selected priorities. Commissioner King suggested that the Policy Committee discuss the feasibility and safety of synthetic turf installations in athletic fields as opposed to maintenance of natural grass fields.

**11. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Commission Secretary Fish provided a written report and highlighted City legislation, communications, and correspondence received since the last Commission meeting in March. Commissioner Gravanis suggested that the Commission be provided with a report as to what extent Department staff has had in directly developing City legislation.

12. **Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Deputy Director David Assmann reported that the Department's Fiscal Year 2012-13 budget and pending move is scheduled for hearings at the Board of Supervisors Budget and Finance Committee on May 24 and May 31 and to the full Board a week after. Work on the lease is scheduled for completion before the end of the week, and subcommittees are working on the design, furniture, and LEED options. He also reported on current staff turnover and on the Department's continued success in securing grants. Commissioner Tuchow inquired whether there was a difference in the budget that the Commission approved and the one that is scheduled for approval by the Board of Supervisors. Deputy Director Assmann reported that the Budget Analyst is proposing an \$18,000 cut that has been agreed to. Commissioner Wald suggested that the new space be a model for what the Department is promoting for the rest of the city.

13. **Announcements.** (Information and Discussion) Commissioner Wald reported that Davies Symphony Hall does not have provisions for composting, and the primary sponsor of the Black and White Ball is Fiji Water, which will mean there will be single-serve water bottles at the event. She asked that the Department help align Davies Symphony Hall and the Black and White Ball with City goals and policies. She noted the remarkable job that has been accomplished at the Ferry Plaza that now has composting, recycling, and provides assistance to the public on these efforts. Deputy Director Assmann reported that Davies has to provide composting provisions since it is the law and that Department staff will work with them to do so. He stated that the Department will try to influence the decision of the Black and White sponsors, but noted that it is not illegal to sell single-serve plastic bottles. Commissioner Gravanis suggested adding language in all City lease and events permits to prevent the sale or give away of single-serve plastic water bottles in areas that have a source of water available. Commissioner Wald reported that the America's Cup event is not going to have single-serve water bottles regardless of how far they are from the tap. She suggested making the language as strong as possible and not setting the threshold too low.

14. **President's Announcements.** (Information and Discussion) Commission President Tuchow asked the Commission for input on future Commission meeting agenda topics.

15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action) There was no new business or future agenda item topics discussed at this time.

**16. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.

**17. Adjournment.** The Commission meeting adjourned at 7:00 p.m.

The next meeting of the Commission on the Environment is scheduled for Tuesday, July 24, 2012, 5:00 p.m. at City Hall, Room 416.

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved:





**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
APPROVED MINUTES**

GOVERNMENT  
DOCUMENTS DEPT

JUL 25 2012

**TUESDAY, MAY 22, 2012, 5:00 P.M.  
CITY HALL, ROOM 416, SAN FRANCISCO, CA 94102**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:08 p.m. Present: Commissioners Tuchow (6:35 p.m.), Gravanis, King, Mok, Stephenson and Wald.
- 2. Amend Approved Minutes of the January 24, 2012 Commission on the Environment Meeting.** (Explanatory Document: January 24, 2012 Corrected Minutes Section and Letter Requesting Corrections to Minutes) (Discussion and Action) Upon Motion by Commissioner Wald, second by Commissioner Stephenson, the January 24, 2012 Approved Minutes were amended (AYES: Commissioners Gravanis, King, Mok, Stephenson and Wald; Absent: Commissioner Tuchow).
- 3. Approval of Minutes of the March 27, 2012 Commission on the Environment Meeting.** (Explanatory Document: March 27, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Wald, second by Commissioner Mok, the March 27, 2012 Commission Meeting Minutes were approved (AYES: Commissioners Gravanis, King, Mok, Stephenson and Wald; Absent: Commissioner Tuchow).
- 4. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Ms. Lurilla Harris inquired whether the Commission has or will be taking a position on the Beach Chalet synthetic turf proposal.

Mr. Joshua Arce, Brightline Defense Project, commended the Commission for commenting on the importance of incorporating the City's new local hiring policy and environmental justice component into the America's Cup as part of the Sustainability Plan. He announced that an agreement has been reached with the America's Cup, City coalition partners, and organized labor that the event will be all local hiring union jobs that will lead to sustainable working conditions. Mr. Arce reported that plans to rebuild Piers 30 and 32 that were cancelled previously are now being discussed again. He discussed the delay of plans to install solar panels on City Hall due to union disputes that took place with the Sunset Reservoir solar installation, and the state resolution that has resolved this dispute by opening up the work to all unions.

Mr. David Pilpel stated that he has been reappointed to the Sunshine Ordinance Task Force and spoke in support of the Department's programs and work.

Commissioner Gravanis announced that today is Biodiversity Day and wished everyone a Happy Biodiversity Day.

5. **Update on San Francisco's Healthy Nail Salon Initiative.** (Explanatory Document: Healthy Nail Salon Recognition Program Presentation) Sponsor: Melanie Nutter, Director; Staff Speakers: Sushma Bhatia, Toxics Reduction Program Manager and Swati Sharma, Commercial Toxics Reduction Coordinator (Informational Report and Discussion)

Ms. Sushma Bhatia updated the Commission on San Francisco's Healthy Nail Salon Recognition Program, discussing the large number of nail salons and employees in San Francisco, worker characteristics, and work conditions. She reported on health concerns posed to nail salon employees due to exposure of chemicals in nail products. Ms. Bhatia reported that the Nail Salon Recognition Ordinance was adopted in 2010 as a way to implement safer practices by manufacturers, consumers, nail salons, and beauty supply stores. After passage of the Ordinance, San Francisco Environment started a research project to identify the three ingredients in nail products that pose the most health concerns and environmental impacts, and staff ~~has~~ outreached-is conducting outreach to nail salons to not use products containing these harmful chemicals and to adopt healthier practices.

Ms. Swati Sharma reported that San Francisco Environment has adopted regulations to set the criteria for the use of safer products, safer practices, and training. She reported that the California Department of Toxics and Substance Control tested products that claim to be free of the three ingredients that pose a health concern, and the study found that product claims were oftentimes mislabeled. San Francisco Environment is working on outreach to manufacturers, to nail salons, and beauty supply stores to supply safer products and provide protective equipment. Ventilation unit rebates are being offered for early adopters of the program. Ms. Bhatia reported that this program is creating a model for other jurisdictions and asked the Commission for their support in implementing this voluntary program.

Commissioner Stephenson inquired whether there were downstream toxics issues from disposal of products. Ms. Bhatia reported that the concern is more about chemicals being released into the environment causing air/health issues than a downstream issue from disposal of products.

Commissioner Wald inquired whether the program would include certification or placement of signage at the nail salon that shows that it meets the criteria of a healthy nail salon as a way to



inform the public. Ms. Bhatia reported that the Department will be offering recognition to those nail salons that meet the criteria by offering promotional support through its social-media channels and healthy nail-salon decals. Commissioner Wald suggested targeting owners of more than one nail salon as a way to implement the program expeditiously and to spas that cater to people that may be more health conscious and would be interested in promoting products that are healthier and more sustainable.

Commissioner King stated that this program would be an excellent candidate to involve the news media in as a way to alert the public about the safety of products. Commissioner Stephenson suggested recruiting Yelp to advertise this program in their newsletter to San Francisco residents and to add a badge marker of healthy nail salons on their website. Commissioner Gravanis inquired how the Commission can help with this program. Ms. Bhatia suggested that outreach could be held in neighborhoods where nail salons are not participating to convince them to be a green salon and become certified. Commissioners commended staff for their work on this program.

6. **GreenStacks, San Francisco Environment's Award-Winning Collaboration with the San Francisco Public Library System and the Friends of the Public Library.** (Public Library GreenStacks Presentation) Sponsor: Melanie Nutter, Director; Staff Speaker: Shawn Rosenmoss, Senior Environmental Specialist (Informational Presentation and Discussion)

Ms. Shawn Rosenmoss discussed GreenStacks, the partnership between San Francisco Environment, Friends of the Public Library, and the San Francisco Public Library system that is working together to offer a comprehensive environmental program serving the community. She discussed how the library system and its facilities are able to bring educational programs to the community through its operations, buildings/Branch Library Improvement Program, green book mobile, green multi-cultural/lingual collections, and programming that is targeted to a wide range of audiences. There are ten LEED gold/silver branches in the City or in process and each library has a green report card that is being replicated around the country. Ms. Rosenmoss elaborated on two of the newest programs, the Kill-a-watt program and GreenPlanetStreaming environmental films that will be added to the Department's website. GreenStacks has won innovation, green building, and climate awards and has received a grant for zero waste signage and Liquid Crystal Displays (LCD's). Website: [www.sfpl.org/greenstacks](http://www.sfpl.org/greenstacks). Ms. Rosenmoss suggested that Commissioners be interviewed for the Library's Green People webpage and assist in programming efforts.

Commissioner Wald expressed concern about whether the collaboration was being used to drive San Francisco Environment's agenda. Ms. Rosenmoss responded that GreenStacks shares the same values and agenda as SF Environment, which is to help businesses and residents in San Francisco become educated on environmental issues and give them the resources they need to take action and make behavior changes. Commissioners commended Ms. Rosenmoss on her work and on the success of the program.

7. **Update on the Electric Vehicle Program.** (Explanatory Document: Electric Vehicle Program Presentation) Sponsor: Melanie Nutter, Director; Staff Speaker: Bob Hayden, Manager, Transportation and Clean Vehicle Program (Informational Presentation and Discussion)

Mr. Bob Hayden updated the Commission on the current electric vehicle market and the large number projected to be available in the future. He reported that cars and trucks are the cause of 38.8 percent of greenhouse gas emissions in San Francisco and discussed the importance of firstly influencing people away from cars into public transportation and other alternative methods of transportation and then moving the City's vehicle fleet to an electric- transportation system. Mr. Hayden reported on the increase of public-charger installations around the City in public areas since January of this year.

Mr. Hayden reported on the ChargePoint California Demonstration project, a program funded by the California Energy Commission to research challenges faced with installing charging stations in San Francisco's multi-family buildings, where two-thirds of San Francisco residents live. This program will develop a knowledge base and fund the charging equipment and much of the installation chargers for selected buildings in San Francisco. San Francisco Environment in partnership with PG&E, Coulomb Technologies, and Clean Cities Coalition reached out to the multi-family community and various organizations to make them aware of the program and offered workshops. Sixty-eight applications have been received from an application process held in the spring, and forty-one buildings have been selected to participate in the program. Mr. Hayden discussed program statistics and challenges faced with allocation of costs and access as well as building and legal issues.

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Deputy Director Assmann reported that the Commission's Policy Committee has developed a set of recommendations that could be a focal point of the Commission's retreat this year, one of which is to work on a Sustainability Plan. Commissioner Wald suggested that Commissioners consider engaging in the same kind of process as the Policy Committee has to identify the issues that this Commission wants to prioritize in the coming year. Topics identified were a result of Commissioners Gravanis and Wald's recognition that the Commission/Committees should be more proactive and strategic in terms of selecting topics to be addressed at meetings that would help achieve the goals of the Department and the Commission. Topics selected were the Sustainability Plan, Biodiversity Plan implementation, Climate and Renewable Energy, and metrics. The Policy Committee will be meeting in June to discuss how to implement priorities and possibly recommend one or more priorities to the Commission.

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(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

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**16. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.

**17. Adjournment.** The Commission meeting adjourned at 7:00 p.m.

The next meeting of the Commission on the Environment is scheduled for Tuesday, July 24, 2012, 5:00 p.m. at City Hall, Room 416.

Respectfully submitted by Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

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Approved: July 24, 2012







**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
NOTICE OF MEETING AND AGENDA**

**TUESDAY, JULY 24, 2012, 5:00 P.M.  
CITY HALL, ROOM 416  
SAN FRANCISCO, CA 94102**

**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the May 22, 2012 Commission on the Environment Meeting.** (Explanatory Document: May 22, 2012 Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
- 4. Discussion on San Francisco's Being Named Cleantech Capital of North America by the Cleantech Group.** (Explanatory Document: Press Release) Sponsor: Commissioner Matt Tuchow; Speakers: Todd Rufo, Deputy Director, Office of Economic and Workforce Development and Sara Strobe, Cleantech Group (Informational Report and Discussion)
- 5. Review and Approval of Draft Resolution No. File 2012-04-COE approving Department of the Environment Funding Recommendations for 2012-13 Zero Waste Grants.** (Explanatory Documents: Zero Waste Program Funding Recommendations for 2012-13 Grant Awards and Draft Resolution File 2012-04-COE) Sponsor: David Assmann, Deputy Director; Speakers: Kevin Drew, Residential Zero Waste and Special Projects Coordinator and Alexa Kietly, Residential Zero Waste and Special Projects Assistant (10 minutes) (Discussion and Action)

Department of the Environment, City and County of San Francisco  
11 Grove Street, San Francisco, CA 94102  
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6. **New Environment Staff Introductions and Program Update.** Staff Speakers: Donald Oliveira, Outreach Program Manager and EnvironmentNow Staff (15 minutes) (Informational Presentation and Discussion)
7. **Department of the Environment's Website Redesign Update.** Sponsor: Melanie Nutter, Director; Staff Speakers: Zoey Kroll, Internet Communications Manager and Jesse Woltjer, Internet Communications Coordinator Assistant (10 minutes) (Informational Report and Discussion)
8. **Update on the Commission on the Environment's Annual Retreat on August 23, 2012.** Sponsors and Speakers: Melanie Nutter, Director and Commission President Matt Tuchow (Discussion)
9. **Operations Committee Report.** (Information and Discussion)  
Chair's Report: Highlights of the July 18, 2012 meeting.
10. **Policy Committee Report.** (Information and Discussion)  
Chairs Report: Highlights of the June 11 and July 9, 2012 meetings and review of the agenda for the August 13, 2012 meeting to be held at City Hall, Room 421.
11. **Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)  
Monica Fish, Commission Secretary
  - **Communications and Correspondence**
  - **Update on City Legislation**
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13. **Announcements.** (Information and Discussion)
14. **President's Announcements.** (Information and Discussion)
15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action)
16. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
17. **Adjournment.**

Monica Fish, Commission Secretary; TEL: (415) 355-3709; FAX: (415) 554-6393

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normal office hours or will be made available on the Commission's website <http://www.sfenvironment.org/commission/agendas> as attachments to the agenda or meeting minutes.

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

### **Public Comment**

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment meeting will be held at City Hall, Room 416 in the Civic Center Area. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

**Know your Rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112, web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

Posted: July 17, 2012



**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
DRAFT MINUTES**

**TUESDAY, JULY 24, 2012, 5:00 P.M.**

**CITY HALL, ROOM 416, SAN FRANCISCO, CA 94102**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:37 p.m. Present: Commissioners Tuchow, Gravanis, King and Stephenson; Excused: Commissioners Mok and Wald.
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Ms. Denise D'Anne suggested that the Commission work on influencing product manufacturers to stop using Styrofoam in merchandise packaging. She spoke in opposition to the California Air Resources Board guidelines that allow cars to idle for five minutes pointing out that new cars do not need to idle, and emissions that result from idling cars cause health problems and damage to the environment.

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Ms. Sara Strobe, Vice President, Cleantech Group, reported that the Cleantech Group, a market-intelligence firm established in 2002 and headquartered in San Francisco, provides customers, a mixture of corporations, venture capital groups, policy makers, and investors, with access to insight on Cleantech innovation through three primary businesses--research, customer advisory work, and events. The Cleantech Group produced a flagship event, the Cleantech Forum, which is held in San Francisco and draws an audience of 700-800 Cleantech leaders each year. At the Cleantech Forum in 2012, San Francisco was named the Cleantech Capital of North America and received the award based on the city being a center for innovation, its access to capital, taking the lead in venture investment, and the number of companies on the Global 100 List.

Ms. Strobe defined Cleantech as any company that has a technology that reduces and has positive impact on the environment, reduces the amount of resources, and is divided into 14 primary categories, which range from renewable energy, water, biofuels, recycling, and waste. Presentation topics included:

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Commissioner Tuchow commended Mr. Rufo and Ms. Strobe for their work and the success of the Cleantech program. He inquired whether there was any assistance that the Commission could offer in addition to policy development to promote the Cleantech industry. Mr. Rufo suggested that Commissioners engage their connections in order to promote San Francisco as a leading gateway for global Cleantech companies and jobs. Commissioner Tuchow inquired about opportunities for permanent employment for those who are engaged in green jobs. Mr. Rufo reported that the Office of Economic and Workforce Development is working to identify companies that are hiring and connecting these jobs to interested San Franciscans. He reported on OEWD websites <http://www.workforcedevelopmentsf.org/> that have green training and jobs information for TrainGreenSF and HireSF [www.HireSF.org](http://www.HireSF.org) programs. Commissioner Tuchow



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**5. Review and Approval of Draft Resolution No. File 2012-04-COE approving Department of the Environment Funding Recommendations for 2012-13 Zero Waste Grants.** (Explanatory Documents: Zero Waste Program Funding Recommendations for 2012-13 Grant Awards and Draft and Final Resolution 004-12-COE) Sponsor: David Assmann, Deputy Director; Speaker: Kevin Drew, Residential Zero Waste and Special Projects Coordinator (Discussion and Action)

Mr. Kevin Drew, Staff Environment Residential Zero Waste and Special Projects Coordinator, reported that there are six grant awards for programs that the Commission is considering as reflected in the Zero Waste Program Funding Recommendations for Fiscal Year 2012-13 Grant Awards.

Commissioner Gravanis reported that she had participated in the past in the grant selection process and thanked staff for their thorough and objective protocols for selection of grantees. She inquired whether the backyard composting program would divert more compost from the landfill than from the green compost bins. Mr. Drew reported that the program is more efficient in that compost that would normally be transported elsewhere stays closer to home, but it is not necessarily keeping more out of the landfill. Commissioner Gravanis inquired whether the Loved Twice program would be providing any more landfill diversion than organizations that currently pick up donated clothes or donation centers. Mr. Drew reported that Loved Twice would be involved in special outreach for sectors that may not otherwise have been reached and have collection methods for material that may not have otherwise been donated.

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densely populated and challenging areas in San Francisco. Upon Motion by Commissioner King, second by Commissioner Stephenson, Resolution File 2012-04-COE was approved without objection (AYES: Commissioners Tuchow, Gravanis, King and Stephenson; Absent: Commissioners Mok and Wald).

**6. New Environment Staff Introductions and Program Update.** Sponsor: Melanie Nutter, Director; Staff Speakers: Donald Oliveira, Outreach Program Manager and Environment Now Staff (Informational Presentation and Discussion)

Mr. Donald Oliveira, Staff Program Outreach Manager, reported on the history of the original JobsNow program that the Department began participating in in 2009 through American Recovery and Reinvestment Act (ARRA) funds and has since evolved into the Environment Now program. The Environment Now program continued in 2010 by way of additional funding received from various sources and has evolved into a two-year employment opportunity. There are now twenty staff and four coordinators assigned to the program that resides with the Department's Outreach structure and is focused on supporting job skills and targeting grassroots outreach.

Mr. Oliveira reported on the Environment Now program's recruitment strategy in partnering with local community organizations and non-profits to send people who are well versed in the sustainability field and have received green-jobs training. The current group has all graduated from these programs. He reported on the graduation ceremony held for the first group of staff in May of this year. The strength in the program is the ability for staff to reach small businesses and multilingual communities and provide direct communication about the Department's programs and policies. He acknowledged the good work of the team and coordinators that are working on up to twenty-three unique projects with the residential and small business community on programs such as urban forestry, zero waste, toxics reduction, the Healthy Nail Salon program, and the Drug Take Back program.

Mr. Keith Dewes II, Environment Now staff, reported on the project that he and his team are working on with San Francisco Housing Authority residents presenting on energy- efficiency and water-savings measures that are being implemented in buildings.

Mr. DeWayne Scurry Outreach Team Leader, introduced team members, and described his education and background in residential auditing and weatherization. He discussed his interest in bringing an environmental message to the community in order to make a positive effect for future generations.

Commissioner Tuchow thanked the Environment Now team for their role in promoting the environmental movement in San Francisco and hopes to see an increase in the program in the future.

**Public Comment:**

Mr. Kevin Drew stated that the Zero Waste team has been a beneficiary of Environment Now efforts that have been transformative to the success of the program. He stated that many Environment Now cohorts have been trained by grantees and have come out of grant programs and that he is hopeful for the future.

Ms. Sala-Hagheen spoke in support of the Environment Now program.

7. **Department of the Environment's Website Redesign Update.** (Explanatory Document: Website Presentation) Sponsor: Melanie Nutter, Director; Staff Speaker: Zoey Kroll, Internet Communications Coordinator (Informational Report and Discussion)

Ms. Zoey Kroll, Staff Internet Communications Coordinator, reported on the status of the Department's new website redesign that was launched in April 2012, current focus to launch the RecycleWhere database, and future enhancements to add content and improve usability. Ms. Kroll discussed the benefits, highlights, and responsiveness of the new site, provided stats of website visitors, and what visitors are most interested in, e.g., jobs, About the Department, Zero Waste/recycling and composting, transportation and climate change. The Commission's link is [www.sfenvironment.org/commission](http://www.sfenvironment.org/commission).

Commissioner Stephenson inquired how the success of the website is being analyzed. Ms. Kroll reported on the benefits of the current site in terms of updating, tracking metrics, and mapping to program goals. Commissioner Stephenson inquired whether the website has a visitor tracking mechanism in order to gauge interest. Ms. Kroll reported that visitors are most interested in the Department's policies and best practices. Commissioner Tuchow inquired what the website has not been able to accomplish. Ms. Kroll reported that there is continued communication with program staff to help strategize messaging into the website.

8. **Update on the Commission on the Environment's Annual Retreat on August 23, 2012.** Sponsors and Speakers: Melanie Nutter, Director and Commission President Matt Tuchow (Discussion)

Director Nutter discussed Commission retreat topics that would consist of an assessment of Strategic Plan goals and program updates, Commission's input into Department goals, and Commission-driven goals and projects relative to Department goals. She reported that the Department is formulating eighteen of its goals into four overarching cross-programmatic goals and requested the Commission's input. Commissioner Gravanis stated that the Policy Committee is requesting feedback from the Commission on four of the goals that were identified at Committee meetings. She suggested a discussion of how the Commission can make a difference beyond its mandates.

Commissioner King suggested that the Commission review the Commission's Bylaws relative to Committee structure and selection of agenda topics. Commissioner Stephenson requested background material on past goals and accomplishments. Commissioner Tuchow concurred with suggested agenda topics for the retreat.

9. **Operations Committee Report.** (Information and Discussion)  
Chair's Report: Highlights of the July 18, 2012 meeting.

Commissioner King reported on Operations Committee review and discussions from the July 18 meeting on (1) the status of the Environmental Justice program, grants and funding received; (2) the Department's 2012-13 Fiscal Year budget that was approved without substantive changes; (3) Zero Waste grants recommendations; and (4) the Expanded Checkout Bag Ordinance. Commissioner King reported that the Committee made recommendations that at least one

grantee present to the Commission on their program in the future and that outreach for the Expanded Checkout Bag Ordinance focus in one area or store in order to initiate behavior change. Commissioner King reported that the Operations Committee would be discussing working on interdepartmental collaboration and sharing best practices at a future meeting.

Public Comment: Ms. Denise D'Anne reported on her suggestion to Safeway to offer an incentive program for people who bring in their reusable bags similar to Trader Joe's raffle-ticket incentive program.

**10. Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the June 11 and July 9, 2012 meetings and review of the agenda for the August 13, 2012 meeting to be held at City Hall, Room 421.

Commissioner Gravanis reported on the June 11 Policy Committee agenda discussions that include (1) Planning Department staff presentation on the Better Market Street Plan to revitalize Market Street from Octavia Street to the Embarcadero. The Committee focused on pedestrian, bike and transit use to make that corridor more ecologically sound; and (2) staff report on climate strategies and the recommendations of the Renewable Energy Task Force goal for achieving 100% renewable energy by 2020 and the importance of the Community Choice Aggregation program in achieving goals. The July 9 Policy Committee consisted of a presentation by Supervisor's Chiu's legislative staff on the proposed ordinance to provide drink tap stations wherever drinking fountains are required and briefing from staff on the Biofuels Transportation Planning Study. The Committee will discuss identifying action items to achieve Committee-selected goals at the August meeting.

**11. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Ms. Fish highlighted City legislation, communications and correspondence received, and reports submitted as outlined in the Secretary's Report.

**12. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Director Nutter highlighted Department activities that include (1) the hiring of new Environment Now staff, (2) the promotion of Donald Oliveira to Program Outreach Manager, (3) approval by the Board of Supervisors of the Department's lease at 1455 Market Street and Department's focus on designing, building and fundraising for the move to the new location in the next six months, (4) the Department's role in Apple Computer rejoining the EPEAT environmental labeling program; and (5) the Department's continuing discussions on Extended Producer Responsibility and future direction. Upcoming events that the Commissioners were invited to participate in include (1) the joint press conference with the Environmental Protection Agency (EPA) on July 26 to announce

EPA's grant award for the Department to identify and assess brownfield sites in the Bayview neighborhood, (2) Open House and Artist Reception on September 13; and (3) legislation at the Board of Supervisors Land Use Committee on July 30<sup>th</sup> to consider the bottle filling legislation. Commissioner Gravanis inquired about the "pay per trash setout" test. Director Nutter reported that this program would be to test a bi-weekly pickup of the black bin in two San Francisco districts.

Item 16 was heard before Items 13-15.

- 13. Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.
- 14. President's Announcements.** (Information and Discussion) Commission President Tuchow asked that Commissioners consider upcoming agenda topics for future meetings and confirmed Commissioner's acceptance to reschedule the September 25 meeting due to a religious holiday on that date.
- 15. New Business/Future Agenda Items.** (Information, Discussion and Possible Action) There was no discussion on this agenda topic at this time.
- 16. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Ms. Sala-Hagheen, Bayview Hunters Point resident, discussed her concern for the broken digesters located at the Southeast Water Treatment Plant that are causing a smell and health problems for residents. She spoke of community concern and opposition to the Youth Medical Clinic building that is planned for 3450 – 3<sup>rd</sup> Street, which is five blocks away from the sewage plant and asked that the Commission influence the Public Utilities Commission to close the digesters. (Explanatory Document: Public Comment Received "Bayview Hunters Point A toxic area for residents".)

- 17. Adjournment.** The Commission on the Environment meeting adjourned at 7:12 p.m.

Respectfully submitted by  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved:







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**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
APPROVED MINUTES**

**TUESDAY, JULY 24, 2012, 5:00 P.M.  
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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

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Mr. Oliveira reported on the Environment Now program's recruitment strategy in partnering with local community organizations and non-profits to send people who are well versed in the sustainability field and have received green-jobs training. The current group has all graduated from these programs. He reported on the graduation ceremony held for the first group of staff in May of this year. The strength in the program is the ability for staff to reach small businesses and multilingual communities and provide direct communication about the Department's programs and policies. He acknowledged the good work of the team and coordinators that are working on up to twenty-three unique projects with the residential and small business community on programs such as urban forestry, zero waste, toxics reduction, the Healthy Nail Salon program, and the Drug Take Back program.

Mr. Keith Dewes II, Environment Now staff, reported on the project that he and his team are working on with San Francisco Housing Authority residents presenting on energy- efficiency and water-savings measures that are being implemented in buildings.

Mr. DeWayne Scurry Outreach Team Leader, introduced team members, and described his education and background in residential auditing and weatherization. He discussed his interest in bringing an environmental message to the community in order to make a positive effect for future generations.

Commissioner Tuchow thanked the Environment Now team for their role in promoting the environmental movement in San Francisco and hopes to see an increase in the program in the future.

**Public Comment:**

Mr. Kevin Drew stated that the Zero Waste team has been a beneficiary of Environment Now efforts that have been transformative to the success of the program. He stated that many Environment Now cohorts have been trained by grantees and have come out of grant programs and that he is hopeful for the future.

Ms. Sala-Hagheen spoke in support of the Environment Now program.

7. **Department of the Environment's Website Redesign Update.** (Explanatory Document: Website Presentation) Sponsor: Melanie Nutter, Director; Staff Speaker: Zoey Kroll, Internet Communications Coordinator (Informational Report and Discussion)

Ms. Zoey Kroll, Staff Internet Communications Coordinator, reported on the status of the Department's new website redesign that was launched in April 2012, current focus to launch the RecycleWhere database, and future enhancements to add content and improve usability. Ms. Kroll discussed the benefits, highlights, and responsiveness of the new site, provided stats of website visitors, and what visitors are most interested in, e.g., jobs, About the Department, Zero Waste/recycling and composting, transportation and climate change. The Commission's link is [www.sfenvironment.org/commission](http://www.sfenvironment.org/commission).

Commissioner Stephenson inquired how the success of the website is being analyzed. Ms. Kroll reported on the benefits of the current site in terms of updating, tracking metrics, and mapping to program goals. Commissioner Stephenson inquired whether the website has a visitor tracking mechanism in order to gauge interest. Ms. Kroll reported that visitors are most interested in the Department's policies and best practices. Commissioner Tuchow inquired what the website has not been able to accomplish. Ms. Kroll reported that there is continued communication with program staff to help strategize messaging into the website.

8. **Update on the Commission on the Environment's Annual Retreat on August 23, 2012.** Sponsors and Speakers: Melanie Nutter, Director and Commission President Matt Tuchow (Discussion)

Director Nutter discussed Commission retreat topics that would consist of an assessment of Strategic Plan goals and program updates, Commission's input into Department goals, and Commission-driven goals and projects relative to Department goals. She reported that the Department is formulating eighteen of its goals into four overarching cross-programmatic goals and requested the Commission's input. Commissioner Gravanis stated that the Policy Committee is requesting feedback from the Commission on four of the goals that were identified at Committee meetings. She suggested a discussion of how the Commission can make a difference beyond its mandates.

Commissioner King suggested that the Commission review the Commission's Bylaws relative to Committee structure and selection of agenda topics. Commissioner Stephenson requested background material on past goals and accomplishments. Commissioner Tuchow concurred with suggested agenda topics for the retreat.

9. **Operations Committee Report.** (Information and Discussion)  
Chair's Report: Highlights of the July 18, 2012 meeting.

Commissioner King reported on Operations Committee review and discussions from the July 18 meeting on (1) the status of the Environmental Justice program, grants and funding received; (2) the Department's 2012-13 Fiscal Year budget that was approved without substantive changes; (3) Zero Waste grants recommendations; and (4) the Expanded Checkout Bag Ordinance. Commissioner King reported that the Committee made recommendations that at least one

grantee present to the Commission on their program in the future and that outreach for the Expanded Checkout Bag Ordinance focus in one area or store in order to initiate behavior change. Commissioner King reported that the Operations Committee would be discussing working on interdepartmental collaboration and sharing best practices at a future meeting.

Public Comment: Ms. Denise D'Anne reported on her suggestion to Safeway to offer an incentive program for people who bring in their reusable bags similar to Trader Joe's raffle-ticket incentive program.

**10. Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the June 11 and July 9, 2012 meetings and review of the agenda for the August 13, 2012 meeting to be held at City Hall, Room 421.

Commissioner Gravanis reported on the June 11 Policy Committee agenda discussions that include (1) Planning Department staff presentation on the Better Market Street Plan to revitalize Market Street from Octavia Street to the Embarcadero. The Committee focused on pedestrian, bike and transit use to make that corridor more ecologically sound; and (2) staff report on climate strategies and the recommendations of the Renewable Energy Task Force goal for achieving 100% renewable energy by 2020 and the importance of the Community Choice Aggregation program in achieving goals. The July 9 Policy Committee consisted of a presentation by Supervisor's Chiu's legislative staff on the proposed ordinance to provide drink tap stations wherever drinking fountains are required and briefing from staff on the Biofuels Transportation Planning Study. The Committee will discuss identifying action items to achieve Committee-selected goals at the August meeting.

**11. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Ms. Fish highlighted City legislation, communications and correspondence received, and reports submitted as outlined in the Secretary's Report.

**12. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Director Nutter highlighted Department activities that include (1) the hiring of new Environment Now staff, (2) the promotion of Donald Oliveira to Program Outreach Manager, (3) approval by the Board of Supervisors of the Department's lease at 1455 Market Street and Department's focus on designing, building and fundraising for the move to the new location in the next six months, (4) the Department's role in Apple Computer rejoining the EPEAT environmental labeling program; and (5) the Department's continuing discussions on Extended Producer Responsibility and future direction. Upcoming events that the Commissioners were invited to participate in include (1) the joint press conference with the Environmental Protection Agency (EPA) on July 26 to announce



EPA's grant award for the Department to identify and assess brownfield sites in the Bayview neighborhood, (2) Open House and Artist Reception on September 13; and (3) legislation at the Board of Supervisors Land Use Committee on July 30<sup>th</sup> to consider the bottle filling legislation. Commissioner Gravanis inquired about the "pay per trash setout" test. Director Nutter reported that this program would be to test a bi-weekly pickup of the black bin in two San Francisco districts.

Item 16 was heard before Items 13-15.

- 13. Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.
- 14. President's Announcements.** (Information and Discussion) Commission President Tuchow asked that Commissioners consider upcoming agenda topics for future meetings and confirmed Commissioner's acceptance to reschedule the September 25 meeting due to a religious holiday on that date.
- 15. New Business/Future Agenda Items.** (Information, Discussion and Possible Action) There was no discussion on this agenda topic at this time.
- 16. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Ms. Sala-Hagheen, Bayview Hunters Point resident, discussed her concern for the broken digesters located at the Southeast Water Treatment Plant that are causing a smell and health problems for residents. She spoke of community concern and opposition to the Youth Medical Clinic building that is planned for 3450 – 3<sup>rd</sup> Street, which is five blocks away from the sewage plant and asked that the Commission influence the Public Utilities Commission to close the digesters. (Explanatory Document: Public Comment Received "Bayview Hunters Point A toxic area for residents".)

- 17. Adjournment.** The Commission on the Environment meeting adjourned at 7:12 p.m.

Respectfully submitted by  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved: September 20, 2012





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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**NOTICE OF SPECIAL MEETING  
COMMISSION ON THE ENVIRONMENT RETREAT  
THURSDAY, AUGUST 23, 2012, 10:00 A.M. – 2:00 P.M.**

**LOCATION: WAR MEMORIAL  
401 VAN NESS AVENUE, THIRD FLOOR, ROOM 305  
SAN FRANCISCO, CA 94102**

The Commission on the Environment will be holding a **SPECIAL MEETING RETREAT** on **THURSDAY, AUGUST 23, 2012 from 10:00 a.m. - 2:00 p.m.** to discuss San Francisco Environment's departmental goals, Strategic Plan goals, the Commission on the Environment's goals and projects, and other related topics.

The Commission Retreat agenda will be provided at least 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or by email [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) if you would like to be placed on the agenda list. An agenda may also be accessed on the Commission website <http://www.sfenvironment.org/commission/agendas>.

**Posted: August 2, 2012**

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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**AMENDED**  
**NOTICE OF SPECIAL MEETING**  
**COMMISSION ON THE ENVIRONMENT RETREAT**  
**THURSDAY, AUGUST 23, 2012, 10:00 A.M. – 2:00 P.M.**

**LOCATION: WAR MEMORIAL**  
**401 VAN NESS AVENUE, THIRD FLOOR, ROOM 305**  
**SAN FRANCISCO, CA 94102**

The Commission on the Environment will be holding a **SPECIAL MEETING RETREAT** on **THURSDAY, AUGUST 23, 2012 from 10:00 a.m. - 2:00 p.m.** to discuss San Francisco Environment's departmental goals, Strategic Plan goals, and the Commission on the Environment's goals and projects. There is also a Closed Session scheduled at the meeting to evaluate the performance of the Executive Director (**Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).**)

The Commission Retreat agenda will be available at least 72 hours prior to the meeting. Please contact the Department of the Environment Commission Secretary, Monica Fish, at 415-355-3709 or by email [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) if you would like to be placed on the agenda list. An agenda may also be accessed on the Commission website <http://www.sfenvironment.org/commission/agendas>.

**Posted: August 8, 2012**

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**EDWIN M. LEE**  
Mayor

**MELANIE NUTTER**  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**NOTICE AND AGENDA OF SPECIAL COMMISSION MEETING RETREAT  
THURSDAY, AUGUST 23, 2012, 10:00 A.M. – 2:00 P.M.**

**WAR MEMORIAL, 401 VAN NESS AVENUE, THIRD FLOOR, ROOM 305  
SAN FRANCISCO, CA 94102**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

Public comment will be taken before the Commission takes action on any item.

- 10:00 a.m. Call to Order and Roll Call.**
- 10:05– 10:15 a.m. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
- 10:15–11:15 a.m. San Francisco Department of the Environment Strategic Plan Assessment and New Format.** (Explanatory Documents: 2011-13 Strategic Plan, Strategic Plan Assessment, Outline of New Format for Strategic Plan, Potential Projects, and Article on Top Ten Environmental Concerns of the 21<sup>st</sup> Century <http://kerryg.hubpages.com/hub/Top-Ten-Environmental-Concerns-of-the-21st-Century>) Sponsor and Speaker: Melanie Nutter, Director (Information and Discussion)
- 11:15 – 11:55 p.m. Commissioner Led Initiatives (Climate/Renewable Energy, Sustainability Plan, Metrics, Biodiversity, and Others) and Focus for the Coming Year.** Sponsors and Speakers: Commissioners Johanna Wald and Ruth Gravanis (Discussion and Possible Action to Endorse the Priorities of the Commission Policy Committee)
- 11:55 – 12:30 p.m. Commission Committee Structure and Bylaws.** (Explanatory Documents: Commission Bylaws and Charter Sections 4.118 and 4.102 – 4.104) Sponsor and Speaker: Commissioner Angelo King (Discussion)
- 12:30 – 1:00 p.m. Lunch Break.**
- 1:00- 1:10 p.m. Public comment on all matters pertaining to the subsequent closed session on Public Employee Performance Evaluation.**

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**Vote on whether to hold closed session to evaluate the performance of the Executive Director, Melanie Nutter.** (Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).) [ACTION]

1:10 p.m. – 2:00 p.m.

## **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**Possible closed session to evaluate the performance of the Executive Director, Melanie Nutter.** (Explanatory Document: Performance Appraisal) (Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).) [DISCUSSION AND POSSIBLE ACTION]

## **OPEN SESSION**

**Reconvene in open session:**

1. **Vote to elect whether to disclose any or all discussions held in closed session.** (Cal. Govt. Code § 54957.1(a); SF Admin. Code § 67.12(b).) [ACTION]
2. **Possible report on action taken in closed session and the vote thereon.** (Cal. Govt. Code § 54957.1(a); SF Admin. Code § 67.12(b).)

## **Adjournment.**

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <http://www.sfenvironment.org/commission/agendas>; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available on the Commission's website <http://www.sfenvironment.org/commission/agendas> as attachments to the agenda or meeting minutes.*

## **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

## **Public Comment**

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless

otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment Retreat will be held at the War Memorial, 401 Van Ness, Third Floor, in the Civic Center Area. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [solt@sfgov.org](mailto:solt@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112, web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).





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**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
SPECIAL RETREAT MEETING DRAFT MINUTES**

**THURSDAY, AUGUST 23, 2012, 10:00 A.M.**

**WAR MEMORIAL, 401 VAN NESS AVENUE, THIRD FLOOR, ROOM 305  
SAN FRANCISCO, CA 94102**

**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Joshua Arce, Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

**Call to Order and Roll Call.** The Commission on the Environment Retreat meeting convened at 10:07 a.m. Present: Commissioners Tuchow, Gravanis, Arce, King (10:17), Mok, Stephenson and Wald. Commissioner Arce was welcomed to the Commission on the Environment.

**Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Mr. David Pilpel emphasized a sense of urgency on all of the Department's activities and environmental initiatives, citing the state's efforts to revise the California Environmental Quality Act.

Ms. Scarlett Russell, Center for Biological Diversity intern, discussed the Clean Air Cities campaign that is an idea to influence as many cities as possible to sign Resolutions recognizing the Clean Air Act that would take significant steps to curb greenhouse gas emissions and effects of climate change. She urged the Commission to propose a Resolution to the Board of Supervisors in support of the Clean Air Act and discussed opposition expressed by Congress. (Explanatory Document: Links to Cities that have signed on with Resolutions and sample Resolution.) Commissioner Wald requested sponsorship for developing a Resolution through the Policy Committee.

**San Francisco Department of the Environment Strategic Plan Assessment and New Format.**

(Explanatory Documents: 2011-13 Strategic Plan, Strategic Plan Assessment, Outline of New Format for Strategic Plan, Potential Projects, and Article on Top Ten Environmental Concerns of the 21<sup>st</sup> Century <http://kerryg.hubpages.com/hub/Top-Ten-Environmental-Concerns-of-the-21st-Century>)  
Sponsor and Speaker: Melanie Nutter, Director (Information and Discussion)

Deputy Director Assmann referenced a scientific article in *Nature magazine*, which reports on what scientists think are the ten most important environmental concerns for the country in the 21<sup>st</sup> century and discussed how the Department's new goals and Strategic Plan that is being developed align with these concerns. He presented a summary of the issues that are listed that include (1) climate change; (2) loss of biodiversity; (3 and 4) the phosphorus and nitrogen cycles; (5) the water cycle; (6) ocean acidification; (7) chemical pollution; (8) atmospheric aerosol pollution; (9) land use changes; and (10) the stratospheric ozone layer.

Director Nutter reported that at a recent senior staff retreat, staff mapped out which current program areas match up with global priorities and discussed how to align future goals with these priorities. Commissioner Wald inquired if there was more overlap of Department work in any particular area. Deputy Director Assmann reported that most of the Department's work was focused on higher priority items, and that there is work to be accomplished in other areas.

Director Nutter reported that the Strategic Plan Assessment exercise assessed the Department's 2011-13 Strategic Plan goals in each program area. She presented on the Executive Summary of the Department's achievements, challenges, and future projects over the past two fiscal years. (Reference Executive Summary and Strategic Plan Assessment explanatory documents.) Commissioners addressed topics included in the Executive Summary as follows:

Commissioners, Director Nutter and Deputy Director Assmann discussed tactics being considered to reach 100% diversion from landfill now that recycling and composting infrastructure has been put in place in virtually all buildings. Next steps include providing education and outreach to increase diversion and advocating for Extended Producer Responsibility programs on products that are not recyclable or compostable.

Commissioner Arce discussed the success of the GoSolar SF program and suggested that the Department and Commission propose additional funding for the program that is running low on funds. He suggested that the Department show how many jobs are created as a result of environmental initiatives and partnering with labor organizations to create more sustainable jobs. He inquired whether there is a strategy for connecting low-income and limited English-speaking households to recycling programs and employment opportunities. Director Nutter discussed grants awarded to community organizations that are focused on reuse and making sure that people have access to programs and jobs. Deputy Director Assmann reported on the work of multilingual Environment Now staff that go door-to-door providing education and outreach to San Francisco residents on Department programs.

Commissioner Wald requested a report on electric-vehicle charger station use by residents in multi-family buildings.

Commissioner Tuchow inquired about problematic products that comprise the ten percent in landfill and the availability of programs for composting of diapers. Deputy Director Assmann reported that composite products are problematic and reported on successful programs in other countries and work being done to set up Extended Producer Responsibility (EPR) systems so that manufacturers can produce products that are more easily recyclable and can be taken back. The Legislature is currently working on EPR programs through various bills. It was reported that there are solutions being



tested in other countries for diaper disposal, and there are private companies addressing compostable diapers.

Commissioner King stated that it is important to influence private companies to assist in implementation of programs. He suggested that the Executive Summary include the economic impact of Department activities. Director Nutter reported that the new Strategic Plan format would have an additional focus on the economic and job impact of Department activities.

Director Nutter reported on Department challenges and future projects as listed in the Executive Summary. Commissioners provided the following comments:

Commissioner Gravanis suggested that support of Community Choice Aggregation programs should be one of the challenges the Commission addresses in order to meet renewable energy goals.

Commissioner Arce commended the Director and Department staff for the subject matter that is covered and impressive outcomes of the Department's work. He suggested holding joint meetings with City agencies on inter-related programs and community meetings for the purpose of education and outreach on Department programs. Director Nutter reported on plans to hold joint meetings with the San Francisco Public Utilities Commission (SFPUC). Deputy Director Assmann reported on past Commission neighborhood meetings and joint Commission meetings. It was agreed that more inter-agency and community meetings are needed, but that outreach is required to make community meetings worthwhile.

Commissioner Mok commended the Department on its work but agreed that more feedback is needed from the community. He suggested holding one or two neighborhood meetings a year.

Commissioner Tuchow discussed the importance of communicating the Department's successes so that other City agencies and all San Franciscans can appreciate the importance of the Department's work. Director Nutter discussed partnerships that the Department has with City agencies in carrying out its work, opportunities to break down silos, and plans to engage in more interagency collaboration through implementation of new programs. She discussed the Department's credibility with its stakeholders and plans to continue to focus on communicating successes and engaging stakeholders in the Department's work.

Commissioner Wald suggested adding to the list of challenges relationships with other Departments, internal challenges, establishing metrics, and identifying ways to communicate successes to San Franciscans. She suggested that the Commission assist the Department in resolving these challenges.

Director Nutter presented on the Department's new goals and timeline for the Strategic Plan that is a high-level guiding document emphasizing the Department's vision and strategy. She reported that the eighteen goals in the current Strategic Plan were condensed to four over-arching goals (1) protect nature; (2) strengthen neighborhood resilience; (3) promote economic and social equity; and (4) safeguard public health, and that there would be a separate Work Plan guiding the Department's work. Director Nutter presented on the proposed Strategic Plan process and timeline for goal, objective, strategy, tactics, and Key Performance Indicators (KPI) development. (Reference SFE Strategic Plan: New Goals & Timeline Draft explanatory document.)

Commissioner King suggested adding a key goal to influence public behavior to reduce consumption and participate in environmental initiatives that will result in public benefits. He suggested exercising caution with the goal of safeguarding of public health and discussed the similarity of this goal with protecting nature. Director Nutter reported that behavior change is one of the tactics of how to reach the vision and will be reflected in objectives and in the work plan. She explained that many Department programs do correlate with protecting public health by addressing environmental pollution and toxic health issues.

Commissioner Wald spoke in support of the new Strategic Plan format and in having a separate work plan that guides the Department's work. She discussed the value of strategic plans in providing a focus for the Department so as not to be diverted by other requests. Commissioner Wald reported on her objection to two of the proposed goals: goal 2 to "strengthen neighborhood resilience" because she stated that the terminology being used is not transparent enough to constituents and goal 1 to "protect nature" because there is no current program on biodiversity and the urban agriculture program is being postponed. She suggested substituting the words "protecting nature" with "protecting the urban environment" and making sure goals are communicated as being equally aspirational. Commissioner Wald suggested that a future discussion be held to discuss the Policy Committee's plan to prioritize work on a Sustainability Plan and how it would correlate with the Strategic Plan.

Director Nutter reported that the Department of the Environment should be focused on nature and that this plan includes aspirational goals that the Department would like to see in place in the next year. She reported on discussions held at the Senior Staff retreat as to whether the Strategic Plan should be a parallel process with the Sustainability Plan and suggested that further discussion be held with the Policy Committee on this topic. Deputy Director Assmann reported on the amount of time that the Department spends on goal 1 to protect nature that are in addition to the two programs being challenged and suggested possibly reordering goals. He stated that efforts are focused on protecting nature outside of the urban environment so the suggested terminology may not apply as well.

Commissioner Arce discussed the idea of creating a sense of urgency about Department programs and suggested reassigning goal 1 to a lesser priority so as to prioritize more urgent goals. He suggested adding terminology to Goal 3 to read "Deliver environmental policies and programs that also promote social and economic equity, environmental justice, and job creation."

Commissioner Stephenson spoke in support of the new Strategic Plan format. She stated that one of the biggest barriers to behavior change is the ability to portray messages in a positive way so that people feel the action is achievable. Commissioner King agreed that reaching out to people should not incorporate a strategy where they may feel threatened.

Director Nutter stated that she sees the Strategic Plan audience as a way to thread communities into what is being done but not as an outreach document, and that goals are not ranked by priority. She sees the audience for the Plan as Staff, Commission, Mayor, Board of Supervisors, and active stakeholders, but that the audience could be expanded in the future.

Commissioner Tuchow spoke in support of the new Strategic Plan format and suggested making goal 3 broader so it includes economic development. He suggested that goal 2 to "strengthen neighborhood resilience" should define boundaries of other agency jurisdictions and where cross overs are.

Public Comment:

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**11:15 – 11:55 p.m. Commissioner Led Initiatives (Climate/Renewable Energy, Sustainability Plan, Metrics, Biodiversity, and Others) and Focus for the Coming Year.** Sponsors and Speakers: Commissioners Johanna Wald and Ruth Gravanis (Discussion and Possible Action to Endorse the Priorities of the Commission Policy Committee)

Commissioner Wald suggested that a discussion be held on identifying ways that the Commission and Commissioners can provide more value to the Department as individuals and collectively. She

explained that the purpose of the discussion was to focus on how the Commission as a whole might carry out its work and provide input into the priorities that the Policy Committee has preliminarily selected to work on.

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Ms. Nancy Cross discussed her concern with air quality and tobacco smoking in the city and the non-enforcement of laws by relevant agencies.

**11:55 – 12:30 p.m. Commission Committee Structure and Bylaws.** (Explanatory Documents: Commission Bylaws and Charter Sections 4.118 and 4.102 – 4.104) Sponsor and Speaker: Commissioner Angelo King (Discussion)

Commissioner King reported that the Commission currently meets most of its Charter requirements, but suggested that Commissioners annually review their Bylaws and Charter section three months before the annual retreat in order to add clarity or suggest changes as it pertains to the Commission's duties and responsibilities. He pointed out that the Commission has not created an Annual Statement of Purpose as called for in Section 4.102 and discussed the benefits that this document would provide in communications with the Board of Supervisors so the Board has the knowledge to route relevant initiatives to the Department and Commission. He suggested that Commissioners invest time in direct communication with Board of Supervisors members relaying who the Commission is, its goals, and jurisdiction.

Commissioner King suggested that the Operations Committee discuss the structure for holding special meetings with outside agencies and relevant commissions and add additional Operations Committee meetings to provide more budget review. Deputy Director Assmann suggested better synchronization of Operations Committee meetings to match the annual budget and grant cycle. Commissioner King suggested that Committees schedule initial meetings to educate Commissioners and the public on any particular agenda topic, and then schedule a second meeting to provide more input and recommend an action. He inquired about approaches that the Commissioners can take to relay disagreements on particular strategies in program areas. Director Nutter suggested that Commissioners relay their input on disagreements with strategies by providing advice at meetings, asking the right questions, and discussing differences in ideas with the Director and Deputy Director. Commissioner King suggested that Commissioners play more of an active role in identifying ideas that could be routed to Committees, requesting staff expertise, and then preparing a Resolution making a recommendation to the Board of Supervisors.

Commissioner Stephenson discussed obstacles to providing oversight on subject matter that may be assigned to the Policy Committee and suggested identifying effective communication strategies between Committees.

Commissioner Arce inquired about the process for Charter Section 4.118 "Commission shall have the authority to review and make recommendations on any policy proposed for adoption by any City agency regarding conformity with the long-term plans for environmental sustainability, except for those regarding building and land use." Commissioner Wald reported that other City agency presentations are usually initiated by Commissioners or the Director and not by City agencies themselves. An example of a presentation to the Policy Committee was a presentation by Port staff on their policy banning single-serve plastic water bottles at city events on Port property. Deputy Director Assmann reported that there are sustainability plans that other agencies have created, and the Commission has not had input into because it is not a mandatory requirement.



Commissioner Wald suggested holding joint meetings with other Committees to discuss revising the Bylaws to refine the boundaries between the two Committees and making it possible to allow the President to appoint a temporary member to Committees when a member is not available to attend. She suggested providing less detail in the Bylaws as it relates to Commission meeting locations and schedules. Deputy Director Assmann reported on Bylaws requirements for the President to appoint Committee members to one-year assignments. Deputy City Attorney Thomas Owen reported that joint meetings of Committees would have to be noticed as a Commission meeting if more than a quorum of members are present. The Bylaws could be amended to allow for appointment of a temporary member to Committees. Commissioners agreed that this Bylaws amendment should be made.

Commissioner Tuchow suggested that Committees hold discussions on the role of the two Committees and Bylaws requirements before a discussion is held at the full Commission. He discussed the broad role of the Commission as reflected in Charter requirements and Bylaws and discussed the importance of aligning the Commission's goals with the Department's goals through the direction of the Director.

Commissioner Gravanis suggested that the Commission consider the ability of the President to create temporary Ad Hoc committees to work on special projects.

#### Public Comment:

Mr. David Pilpel spoke in support of amending the Bylaws to allow for the appointment and removal of temporary members as needed. He pointed out that the Bylaws would also have to be amended to include the Operations Committee meeting location change when the Department moves to 1455 Market Street. Mr. Pilpel suggested (1) advertising Committee meetings as the Commission of the whole to allow for more than three members to attend a meeting; (2) that the Commission plays a more active role in doing more investigations and providing recommendations on policies as outlined in Charter Section 4.118; (3) Commissioners play a leadership role in making presentations on environmental themes at the Public Library; and (4) be provided with written reports from other Department task forces/groups in order to be informed of their work.

#### **1:00- 1:10 p.m. Public comment on all matters pertaining to the subsequent closed session on Public Employee Performance Evaluation.**

Mr. David Pilpel suggested that the Commission schedule a periodic performance evaluation for the Commission Secretary as well as the Executive Director. He suggested that evaluations include discussions on personal goal setting, capacity building, leadership development, skills, and partnerships.

#### **Vote on whether to hold closed session to evaluate the performance of the Executive Director, Melanie Nutter.** (Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).) [ACTION]

Upon Motion by Commissioner Gravanis, second by Commissioner Wald the Commission voted to hold closed session (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson, and Wald).

## **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**Possible closed session to evaluate the performance of the Executive Director, Melanie Nutter.** (Explanatory Document: Performance Appraisal) (Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).) [DISCUSSION AND POSSIBLE ACTION]

The Commission convened in closed session at 1:28 p.m.

## **OPEN SESSION**

**Reconvene in open session:** Open session reconvened at 2:05 p.m.

- 1. Vote to elect whether to disclose any or all discussions held in closed session.** (Cal. Govt. Code § 54957.1(a); SF Admin. Code § 67.12(b).) [ACTION]

Upon Motion by Commissioner Gravanis, second by Commissioner King, the Commission voted to elect not to disclose any or all discussions held in closed session (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson, and Wald.)

- 2. Possible report on action taken in closed session and the vote thereon.** (Cal. Govt. Code § 54957.1(a); SF Admin. Code § 67.12(b).)

No report was issued and no action was taken.

**Adjournment.** The Commission on the Environment Special Meeting Retreat adjourned at 2:07 p.m.

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <http://www.sfenvironment.org/commission/agendas>; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available on the Commission's website <http://www.sfenvironment.org/commission/agendas> as attachments to the agenda or meeting minutes.*



**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
SPECIAL RETREAT MEETING APPROVED MINUTES**

**THURSDAY, AUGUST 23, 2012, 10:00 A.M.**

**WAR MEMORIAL, 401 VAN NESS AVENUE, THIRD FLOOR, ROOM 305  
SAN FRANCISCO, CA 94102**

**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Joshua Arce, Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

**Call to Order and Roll Call.** The Commission on the Environment Retreat meeting convened at 10:07 a.m. Present: Commissioners Tuchow, Gravanis, Arce, King (10:17), Mok, Stephenson and Wald. Commissioner Arce was welcomed to the Commission on the Environment.

**Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Mr. David Pilpel emphasized a sense of urgency on all of the Department's activities and environmental initiatives, citing the state's efforts to revise the California Environmental Quality Act.

Ms. Scarlett Russell, Center for Biological Diversity intern, discussed the Clean Air Cities campaign that is an idea to influence as many cities as possible to sign Resolutions recognizing the Clean Air Act that would take significant steps to curb greenhouse gas emissions and effects of climate change. She urged the Commission to propose a Resolution to the Board of Supervisors in support of the Clean Air Act and discussed opposition expressed by Congress. (Explanatory Document: Links to Cities that have signed on with Resolutions and sample Resolution.) Commissioner Wald requested sponsorship for developing a Resolution through the Policy Committee.

**San Francisco Department of the Environment Strategic Plan Assessment and New Format.**

(Explanatory Documents: 2011-13 Strategic Plan, Strategic Plan Assessment, Outline of New Format for Strategic Plan, Potential Projects, and Article on Top Ten Environmental Concerns of the 21<sup>st</sup> Century <http://kerryg.hubpages.com/hub/Top-Ten-Environmental-Concerns-of-the-21st-Century>) Sponsor and Speaker: Melanie Nutter, Director (Information and Discussion)

Deputy Director Assmann referenced a scientific article in *Nature* magazine, which reports on what scientists think are the ten most important environmental concerns for the country in the 21<sup>st</sup> century and discussed how the Department's new goals and Strategic Plan that is being developed align with these concerns. He presented a summary of the issues that are listed that include (1) climate change; (2) loss of biodiversity; (3 and 4) the phosphorus and nitrogen cycles; (5) the water cycle; (6) ocean acidification; (7) chemical pollution; (8) atmospheric aerosol pollution; (9) land use changes; and (10) the stratospheric ozone layer.

Director Nutter reported that at a recent senior staff retreat, staff mapped out which current program areas match up with global priorities and discussed how to align future goals with these priorities. Commissioner Wald inquired if there was more overlap of Department work in any particular area. Deputy Director Assmann reported that most of the Department's work was focused on higher priority items, and that there is work to be accomplished in other areas.

Director Nutter reported that the Strategic Plan Assessment exercise assessed the Department's 2011-13 Strategic Plan goals in each program area. She presented on the Executive Summary of the Department's achievements, challenges, and future projects over the past two fiscal years. (Reference Executive Summary and Strategic Plan Assessment explanatory documents.) Commissioners addressed topics included in the Executive Summary as follows:

Commissioners, Director Nutter and Deputy Director Assmann discussed tactics being considered to reach 100% diversion from landfill now that recycling and composting infrastructure has been put in place in virtually all buildings. Next steps include providing education and outreach to increase diversion and advocating for Extended Producer Responsibility programs on products that are not recyclable or compostable.

Commissioner Arce discussed the success of the GoSolar SF program and suggested that the Department and Commission propose additional funding for the program that is running low on funds. He suggested that the Department show how many jobs are created as a result of environmental initiatives and partnering with labor organizations to create more sustainable jobs. He inquired whether there is a strategy for connecting low-income and limited English-speaking households to recycling programs and employment opportunities. Director Nutter discussed grants awarded to community organizations that are focused on reuse and making sure that people have access to programs and jobs. Deputy Director Assmann reported on the work of multilingual Environment Now staff that go door-to-door providing education and outreach to San Francisco residents on Department programs.

Commissioner Wald requested a report on electric-vehicle charger station use by residents in multi-family buildings.

Commissioner Tuchow inquired about problematic products that comprise the ten percent in landfill and the availability of programs for composting of diapers. Deputy Director Assmann reported that composite products are problematic and reported on successful programs in other countries and work being done to set up Extended Producer Responsibility (EPR) systems so that manufacturers can produce products that are more easily recyclable and can be taken back. The Legislature is currently working on EPR programs through various bills. It was reported that there are solutions being

tested in other countries for diaper disposal, and there are private companies addressing compostable diapers.

Commissioner King stated that it is important to influence private companies to assist in implementation of programs. He suggested that the Executive Summary include the economic impact of Department activities. Director Nutter reported that the new Strategic Plan format would have an additional focus on the economic and job impact of Department activities.

Director Nutter reported on Department challenges and future projects as listed in the Executive Summary. Commissioners provided the following comments:

Commissioner Gravanis suggested that support of Community Choice Aggregation programs should be one of the challenges the Commission addresses in order to meet renewable energy goals.

Commissioner Arce commended the Director and Department staff for the subject matter that is covered and impressive outcomes of the Department's work. He suggested holding joint meetings with City agencies on inter-related programs and community meetings for the purpose of education and outreach on Department programs. Director Nutter reported on plans to hold joint meetings with the San Francisco Public Utilities Commission (SFPUC). Deputy Director Assmann reported on past Commission neighborhood meetings and joint Commission meetings. It was agreed that more inter-agency and community meetings are needed, but that outreach is required to make community meetings worthwhile.

Commissioner Mok commended the Department on its work but agreed that more feedback is needed from the community. He suggested holding one or two neighborhood meetings a year.

Commissioner Tuchow discussed the importance of communicating the Department's successes so that other City agencies and all San Franciscans can appreciate the importance of the Department's work. Director Nutter discussed partnerships that the Department has with City agencies in carrying out its work, opportunities to break down silos, and plans to engage in more interagency collaboration through implementation of new programs. She discussed the Department's credibility with its stakeholders and plans to continue to focus on communicating successes and engaging stakeholders in the Department's work.

Commissioner Wald suggested adding to the list of challenges relationships with other Departments, internal challenges, establishing metrics, and identifying ways to communicate successes to San Franciscans. She suggested that the Commission assist the Department in resolving these challenges.

Director Nutter presented on the Department's new goals and timeline for the Strategic Plan that is a high-level guiding document emphasizing the Department's vision and strategy. She reported that the eighteen goals in the current Strategic Plan were condensed to four over-arching goals (1) protect nature; (2) strengthen neighborhood resilience; (3) promote economic and social equity; and (4) safeguard public health, and that there would be a separate Work Plan guiding the Department's work. Director Nutter presented on the proposed Strategic Plan process and timeline for goal, objective, strategy, tactics, and Key Performance Indicators (KPI) development. (Reference SFE Strategic Plan: New Goals & Timeline Draft explanatory document.)

Commissioner King suggested adding a key goal to influence public behavior to reduce consumption and participate in environmental initiatives that will result in public benefits. He suggested exercising caution with the goal of safeguarding of public health and discussed the similarity of this goal with protecting nature. Director Nutter reported that behavior change is one of the tactics of how to reach the vision and will be reflected in objectives and in the work plan. She explained that many Department programs do correlate with protecting public health by addressing environmental pollution and toxic health issues.

Commissioner Wald spoke in support of the new Strategic Plan format and in having a separate work plan that guides the Department's work. She discussed the value of strategic plans in providing a focus for the Department so as not to be diverted by other requests. Commissioner Wald reported on her objection to two of the proposed goals: goal 2 to "strengthen neighborhood resilience" because she stated that the terminology being used is not transparent enough to constituents and goal 1 to "protect nature" because there is no current program on biodiversity and the urban agriculture program is being postponed. She suggested substituting the words "protecting nature" with "protecting the urban environment" and making sure goals are communicated as being equally aspirational. Commissioner Wald suggested that a future discussion be held to discuss the Policy Committee's plan to prioritize work on a Sustainability Plan and how it would correlate with the Strategic Plan.

Director Nutter reported that the Department of the Environment should be focused on nature and that this plan includes aspirational goals that the Department would like to see in place in the next year. She reported on discussions held at the Senior Staff retreat as to whether the Strategic Plan should be a parallel process with the Sustainability Plan and suggested that further discussion be held with the Policy Committee on this topic. Deputy Director Assmann reported on the amount of time that the Department spends on goal 1 to protect nature that are in addition to the two programs being challenged and suggested possibly reordering goals. He stated that efforts are focused on protecting nature outside of the urban environment so the suggested terminology may not apply as well.

Commissioner Arce discussed the idea of creating a sense of urgency about Department programs and suggested reassigning goal 1 to a lesser priority so as to prioritize more urgent goals. He suggested adding terminology to Goal 3 to read "Deliver environmental policies and programs that also promote social and economic equity, environmental justice, and job creation."

Commissioner Stephenson spoke in support of the new Strategic Plan format. She stated that one of the biggest barriers to behavior change is the ability to portray messages in a positive way so that people feel the action is achievable. Commissioner King agreed that reaching out to people should not incorporate a strategy where they may feel threatened.

Director Nutter stated that she sees the Strategic Plan audience as a way to thread communities into what is being done but not as an outreach document, and that goals are not ranked by priority. She sees the audience for the Plan as Staff, Commission, Mayor, Board of Supervisors, and active stakeholders, but that the audience could be expanded in the future.



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**11:55 – 12:30 p.m. Commission Committee Structure and Bylaws.** (Explanatory Documents: Commission Bylaws and Charter Sections 4.118 and 4.102 – 4.104) Sponsor and Speaker: Commissioner Angelo King (Discussion)

Commissioner King reported that the Commission currently meets most of its Charter requirements, but suggested that Commissioners annually review their Bylaws and Charter section three months before the annual retreat in order to add clarity or suggest changes as it pertains to the Commission's duties and responsibilities. He pointed out that the Commission has not created an Annual Statement of Purpose as called for in Section 4.102 and discussed the benefits that this document would provide in communications with the Board of Supervisors so the Board has the knowledge to route relevant initiatives to the Department and Commission. He suggested that Commissioners invest time in direct communication with Board of Supervisors members relating who the Commission is, its goals, and jurisdiction.

Commissioner King suggested that the Operations Committee discuss the structure for holding special meetings with outside agencies and relevant commissions and add additional Operations Committee meetings to provide more budget review. Deputy Director Assmann suggested better synchronization of Operations Committee meetings to match the annual budget and grant cycle. Commissioner King suggested that Committees schedule initial meetings to educate Commissioners and the public on any particular agenda topic, and then schedule a second meeting to provide more input and recommend an action. He inquired about approaches that the Commissioners can take to relay disagreements on particular strategies in program areas. Director Nutter suggested that Commissioners relay their input on disagreements with strategies by providing advice at meetings, asking the right questions, and discussing differences in ideas with the Director and Deputy Director. Commissioner King suggested that Commissioners play more of an active role in identifying ideas that could be routed to Committees, requesting staff expertise, and then preparing a Resolution making a recommendation to the Board of Supervisors.

Commissioner Stephenson discussed obstacles to providing oversight on subject matter that may be assigned to the Policy Committee and suggested identifying effective communication strategies between Committees.

Commissioner Arce inquired about the process for Charter Section 4.118 "Commission shall have the authority to review and make recommendations on any policy proposed for adoption by any City agency regarding conformity with the long-term plans for environmental sustainability, except for those regarding building and land use." Commissioner Wald reported that other City agency presentations are usually initiated by Commissioners or the Director and not by City agencies themselves. An example of a presentation to the Policy Committee was a presentation by Port staff on their policy banning single-serve plastic water bottles at city events on Port property. Deputy Director Assmann reported that there are sustainability plans that other agencies have created, and the Commission has not had input into because it is not a mandatory requirement.

Commissioner Wald suggested holding joint meetings with other Committees to discuss revising the Bylaws to refine the boundaries between the two Committees and making it possible to allow the President to appoint a temporary member to Committees when a member is not available to attend. She suggested providing less detail in the Bylaws as it relates to Commission meeting locations and schedules. Deputy Director Assmann reported on Bylaws requirements for the President to appoint Committee members to one-year assignments. Deputy City Attorney Thomas Owen reported that joint meetings of Committees would have to be noticed as a Commission meeting if more than a quorum of members are present. The Bylaws could be amended to allow for appointment of a temporary member to Committees. Commissioners agreed that this Bylaws amendment should be made.

Commissioner Tuchow suggested that Committees hold discussions on the role of the two Committees and Bylaws requirements before a discussion is held at the full Commission. He discussed the broad role of the Commission as reflected in Charter requirements and Bylaws and discussed the importance of aligning the Commission's goals with the Department's goals through the direction of the Director.

Commissioner Gravanis suggested that the Commission consider the ability of the President to create temporary Ad Hoc committees to work on special projects.

Public Comment:

Mr. David Pilpel spoke in support of amending the Bylaws to allow for the appointment and removal of temporary members as needed. He pointed out that the Bylaws would also have to be amended to include the Operations Committee meeting location change when the Department moves to 1455 Market Street. Mr. Pilpel suggested (1) advertising Committee meetings as the Commission of the whole to allow for more than three members to attend a meeting; (2) that the Commission plays a more active role in doing more investigations and providing recommendations on policies as outlined in Charter Section 4.118; (3) Commissioners play a leadership role in making presentations on environmental themes at the Public Library; and (4) be provided with written reports from other Department task forces/groups in order to be informed of their work.

**1:00- 1:10 p.m. Public comment on all matters pertaining to the subsequent closed session on Public Employee Performance Evaluation.**

Mr. David Pilpel suggested that the Commission schedule a periodic performance evaluation for the Commission Secretary as well as the Executive Director. He suggested that evaluations include discussions on personal goal setting, capacity building, leadership development, skills, and partnerships.

**Vote on whether to hold closed session to evaluate the performance of the Executive Director, Melanie Nutter.** (Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).) [ACTION]

Upon Motion by Commissioner Gravanis, second by Commissioner Wald the Commission voted to hold closed session (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson, and Wald).

## **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**Possible closed session to evaluate the performance of the Executive Director, Melanie Nutter.** (Explanatory Document: Performance Appraisal) (Cal. Govt. Code § 54957; SF Admin. Code § 67.10(b).) [DISCUSSION AND POSSIBLE ACTION]

The Commission convened in closed session at 1:28 p.m.

## **OPEN SESSION**

**Reconvene in open session:** Open session reconvened at 2:05 p.m.

1. **Vote to elect whether to disclose any or all discussions held in closed session.** (Cal. Govt. Code § 54957.1(a); SF Admin. Code § 67.12(b).) [ACTION]

Upon Motion by Commissioner Gravanis, second by Commissioner King, the Commission voted to elect not to disclose any or all discussions held in closed session (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson, and Wald.)

2. **Possible report on action taken in closed session and the vote thereon.** (Cal. Govt. Code § 54957.1(a); SF Admin. Code § 67.12(b).)

No report was issued and no action was taken.

**Adjournment.** The Commission on the Environment Special Meeting Retreat adjourned at 2:07 p.m.

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <http://www.sfenvironment.org/commission/agendas>; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available on the Commission's website <http://www.sfenvironment.org/commission/agendas> as attachments to the agenda or meeting minutes.*

Approved: September 20, 2012





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**EDWIN M. LEE  
Mayor**

**MELANIE NUTTER  
Director**

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF  
THE SAN FRANCISCO COMMISSION ON THE ENVIRONMENT**

**TO BE ACTED UPON AT THE MEETING OF THURSDAY, SEPTEMBER 20, 2012, 5:00 P.M.  
CITY HALL, ROOM 408  
ONE DR. CARLTON B. GOODLETT JR. PLACE  
SAN FRANCISCO, CA 94102**

This notice is issued pursuant to San Francisco Charter Section 4.104 and Article XI – "Amendment of Bylaws" of the Bylaws of the San Francisco Commission on the Environment ("Commission") which requires circulation of proposed amendments in writing to all Commissioners and noticed to the public at least ten (10) days prior to Commission approval. The Commission proposes to amend Bylaws Article VII – Committees, Section 1 Membership of Committees and Section 7 Operations Committee as follows:

**Article VII – Committees**

**Section 1: Membership of Committees**

Committee members shall be appointed by the President of the Commission for one-year terms. Each committee shall have no more than three members. When a committee member will be absent from a committee meeting, the President of the Commission may appoint another member of the Commission to serve on the committee for that meeting.

**Section 7: Operations Committee**

The Operations Committee shall meet on ~~third Wednesday of January, April, July, and October at 5:00 p.m., the second Wednesday in February and first Wednesday in May, August, and November at 5:00 p.m., 11 Grove Street at 1455 Market Street~~ in the City and County of San Francisco. The Operations Committee shall have general responsibility for the budget, financial planning and operations of the Department of the Environment. This Committee shall work with the Director and make recommendations to the Commission for the financial well-being and effective administration of the Department's programs and activities, including the management of environmental programs, duties, and functions which have been assigned to the Department

pursuant to Section 4.118 of the City Charter or by ordinance. This Committee shall also oversee the public education and outreach to the community on environmental issues and address issues regarding the environmental well-being of the City.

This is to certify that the above notice was issued on September 6, 2012

Monica Fish, Commission Secretary

Posted: September 6, 2012



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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
\*NOTICE OF RESCHEDULED MEETING AND AGENDA

FROM TUESDAY, SEPTEMBER 25 2012, 5:00 P.M.  
TO THURSDAY, SEPTEMBER 20, 2012, 5:00 P.M.  
CITY HALL, ROOM 408  
SAN FRANCISCO, CA 94102

\*The Tuesday, September 25, 2012, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment that meets at City Hall, Room 416 has been RESCHEDULED to Thursday, September 20, 2012, 5:00 p.m. and will be held in CITY HALL, ROOM 408.

**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Joshua Arce, Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

Public comment will be taken before the Commission takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the July 24, 2012 Commission on the Environment Meeting and August 23, 2012 Commission on the Environment Retreat Meeting.** (Explanatory Documents: July 24, 2012 and August 23, 2012 Draft Minutes) (Discussion and Action)
3. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
4. **Review and Approval of Draft Resolution File 2012-08-COE Amending the Department of the Environment's Record Retention Policy and Schedule.** (Explanatory Documents: Draft Resolution, Draft Amended Record Retention Schedule and Policy) Sponsor: Melanie Nutter, Director; Speaker: Joseph Salem, Fiscal and Administrative Manager (5 minutes) (Discussion and Action)

5. **Review and Approval of Resolution File 2012-09-COE in Support of Board of Supervisors Resolution and Ordinance Approving the CleanPowerSF Program.** Sponsor: Commissioner Gravanis; Speakers: Commissioner Gravanis, Danielle Murray, Renewable Energy Program Manager and Adam Stern, Climate Manager (10 minutes) (Discussion and Action)
6. **Overview of 2012 Green & Blue Awards and Review and Approval of Commission Letter of Congratulations to Award Recipients.** (Explanatory Document: Letter of Congratulations) Sponsor: Melanie Nutter, Director; Speaker: Calla Ostrander, Climate Action Coordinator (10 minutes) (Discussion and Action)
7. **Review and Approval of Draft Resolution File 2012-10-COE Endorsing Department of the Environment Grant Funding Recommendations for the Urban Orchards Program to Plant Trees.** (Explanatory Documents: Draft Resolution File 2012-10-COE and Urban Orchards Program Funding Recommendations) Sponsor: Melanie Nutter, Director; Speaker: Mei Ling Hui, Urban Forestry Council Coordinator (10 minutes) (Discussion and Action)
8. **Review and Approval of Draft Resolution File 2012-05-COE Supporting the U.S. Environmental Protection Agency's Use of the Clean Air Act to Reduce Carbon in our Atmosphere.** (Explanatory Document: Draft Resolution) Sponsor: Commissioner Wald; Speaker: Commissioner Gravanis (10 minutes) (Discussion and Action)
9. **Review and Approval of Draft Resolution File 2012-06-COE Supporting the Proposed Expansion of the Monterey Bay National Marine Sanctuary to the Golden Gate Bridge and into San Francisco Bay.** (Explanatory Document: Draft Resolution) Sponsor and Speaker: Commissioner Gravanis (10 minutes) (Discussion and Action)
10. **Review and Approval of Draft Resolution File 2012-07-COE Amending the Commission on the Environment Bylaws to change the Operations Committee meeting schedule and location and Committee membership appointment process.** (Explanatory Document: Draft Resolution) Sponsor and Speaker: Commission President Matt Tuchow (5 minutes) (Discussion and Action)
11. **Operations Committee Chair's Report.** (Information and Discussion)
12. **Policy Committee Report.** (Information and Discussion)  
Chairs Report: Highlights of the August 13 and September 10, 2012 meetings and review of the agenda for the October 22, 2012 meeting to be held at City Hall, Room 421.
13. **Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report) (Information and Discussion)  
Monica Fish, Commission Secretary
  - **Communications and Correspondence**
  - **Update on City Legislation**
14. **Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)
15. **Announcements.** (Information and Discussion)

**16. President's Announcements.** (Information and Discussion)

**17. New Business/Future Agenda Items.** (Information, Discussion and Possible Action)

**18. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

**19. Adjournment.**

Monica Fish, Commission Secretary;  
TEL: (415) 355-3709; FAX: (415) 554-6393

**The next meeting of the Commission on the Environment is scheduled for Tuesday, November 27, 2012, 5:00 p.m., City Hall, Room 416.**

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <http://www.sfenvironment.org/commission/agendas>; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available on the Commission's website <http://www.sfenvironment.org/commission/agendas> as attachments to the agenda or meeting minutes.*

**Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

**Public Comment**

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment meeting will be held at City Hall, Room 416 in the Civic Center Area. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112, web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

Posted: September 14, 2012





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EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**\*RESCHEDULED MEETING  
DRAFT MINUTES**

**THURSDAY, SEPTEMBER 20, 2012, 5:00 P.M.  
CITY HALL, ROOM 408, SAN FRANCISCO, CA 94102**

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**\*The Tuesday, September 25, 2012, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment that meets at City Hall, Room 416 has been RESCHEDULED to Thursday, September 20, 2012, 5:00 p.m. and will be held in CITY HALL, ROOM 408.**

**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Joshua Arce, Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:15 p.m. Present: Commissioners Tuchow, Gravanis, Arce, Stephenson (5:25) and Wald. Excused: Commissioners King and Mok.
- 2. Approval of Minutes of the July 24, 2012 Commission on the Environment Meeting and August 23, 2012 Commission on the Environment Retreat Meeting.** (Explanatory Documents: July 24, 2012 and August 23, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Gravanis, second by Commissioner Wald, the July 24, 2012 and August 23, 2012 Meeting Minutes were approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, and Wald; Absent: Commissioners King, Mok and Stephenson).
- 3. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Ms. Espanola Jackson, Bayview Hunters Point resident, discussed her concerns for the health of residents in Bayview Hunters Point neighborhood in San Francisco because of toxics found in Herons Head Park and other parks and construction sites in the area. She asked the Commission

for their support in addressing these concerns. Ms. Jackson requested information on the diversity and districts of residence of Department staff.

Mr. Eric Brooks, representing the Green Party and Our City, discussed the allegations and revelations of radiation and toxics chemicals found in the Treasure Island development and suggested that more attention be paid to these same issues in the Bayview Hunters Point neighborhood. He stated that he was pleased that some of his concerns were shared in his communication to Department staff about biofuels, but expressed his concern that the Department considers biodiesel superior to petroleum when the information he had provided shows the opposite. He asked the Commission to investigate the response to his communications further.

Deputy Director Assmann reported that the Department maintains an active diversity policy and staff and updates statistics on diversity and gender analyses annually. He stated that Department statistics are close to the City average, and there are efforts being made to recruit and maintain representation from all districts of residence. Commissioner Arce offered to work with Deputy Director Assmann in order to provide statistics to Ms. Jackson.

4. **Review and Approval of Draft Resolution File 2012-08-COE Amending the Department of the Environment's Record Retention Policy and Schedule.** (Explanatory Documents: Draft Resolution, Draft Amended Record Retention Schedule and Policy) Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Discussion and Action)

Deputy Director Assmann reported on the proposed amendment to an error contained in the Record Retention Policy and Schedule that states that contracts, grants and payment records should be kept for 20 years instead of 2 years, and to change terminology so that records are not "destroyed" but instead "recycled". A discussion was held on the necessity to shred confidential records before recycling and whether terminology should be changed to state "shredded and recycled." Deputy City Attorney Owen reported that as long as appropriate steps are taken to preserve confidentiality, a reference to recycling is appropriate.

Upon Motion by Commissioner Gravanis, second by Commissioner Arce, Resolution File 2012-08-COE amending the Department of the Environment's Record Retention Policy and Schedule was approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, Stephenson, and Wald; Absent: Commissioners King and Mok). (Explanatory Document: Approved Resolution 008-12-COE and Amended Record Retention Schedule and Policy)

5. **Review and Approval of Resolution File 2012-09-COE in Support of Board of Supervisors Resolution and Ordinance Approving the CleanPowerSF Program.** (Explanatory Document: Draft and Final Resolutions) Sponsor: Commissioner Gravanis; Speakers: Commissioner Gravanis, Danielle Murray, Renewable Energy Program Manager and Adam Stern, Climate Manager (Discussion and Action)

Commissioner Gravanis reported that the Policy Committee had adopted climate as one of its four priority goals. After presentations and discussions at the Committee by the Department's Climate staff, San Francisco Public Utilities Commission CleanPowerSF Program Manager, Mike Campbell, and community advocates, and after review of the Department's Strategic Plan goals, it was evident that the City would not meet its goal of 100% renewable energy in time without a Community Choice Aggregation program. The Policy Committee approved a

Resolution in support of the CleanPowerSF program and had forwarded it to the Board of Supervisors in time for their September 18 meeting. The Resolution in support of the program had already passed the Board of Supervisors, but the Committee felt it was important for the Commission to be on record supporting the program. Commissioner Gravanis thanked staff, the SFPUC, and community advocates for all of their work on this program.

Ms. Danielle Murray reported that the Department determined that the City's greenhouse gas reduction goals and 100% renewable energy goals could not be met without a robust green power purchasing option such as the Community Choice Aggregation program. She reported that CleanPowerSF was approved by the Board of Supervisors with an 8-3 vote with amendments instructing the SFPUC to look for funding mechanisms to further reduce rates for low-income customers that receive discounts on electricity rates, to put in place longer opt-out periods for everyone, and reduce opt-out rates for low-income customers. The SFPUC was also directed to research opportunities to recover reserve funds from ratepayers in the program over time in order to reduce capital the City is putting into escrow. The Ordinance approving the Shell contract that would put the program in place was passed on first reading and would be before the Board for a second reading on September 25.

Commissioners discussed amendments to the Resolution and after public comment took the following action:

Upon Motion by Commissioner Arce, second by Commissioner Wald the following amendments were approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, Stephenson, and Wald; Absent: Commissioners King and Mok).

To add paragraph: WHEREAS, In 2008, the San Francisco Board of Supervisors passed Ordinance 81-08: Climate Change Goals and Action Plan Ordinance, which codified these greenhouse gas reduction targets in Chapter 9 of the Environment Code and called for the San Francisco Public Utilities Commission, in coordination with the Department of the Environment to develop a plan to achieve a fossil fuel-free electricity supply for the city by 2030; and,

To revise paragraph to read: WHEREAS, Local renewable energy production and procurement offers the largest single opportunity to reduce community wide greenhouse gas emissions, and the Commission has adopted a goal of meeting 100% of the City's electricity demand with renewables in the shortest amount of time that is technically and economically possible; and,

To revise paragraph to read: WHEREAS, The Renewable Energy Task Force, staffed by the Department of the Environment and the Mayor's Office, has determined in its meetings that the goal of 100% renewable power cannot be met without green power purchasing options; and,

Upon Motion by Commissioner Wald, second by Commissioner Gravanis, the following amendment was approved without objection.

To revise paragraph to read: WHEREAS, the full Commission on the Environment did not meet prior to the Board of Supervisors' public hearing on and approval of the CleanPowerSF measures and the Policy Committee who met on September 10, 2012 has endorsed support and forwarded its recommendation to the Board of Supervisors; therefore, be it,

To add paragraph: FURTHER RESOLVED, That the San Francisco Commission on the Environment urges the Department of the Environment to partner with the San Francisco Public Utilities Commission to create a comprehensive education and outreach plan and effort to ensure broad understanding of and broad participation in the program.

Resolution File 2012-009-COE was approved with amendments (Explanatory Document: Resolution 009-12-COE).

Public Comment:

Mr. Eric Brooks commended staff for their work in showing the importance of and moving the program forward. He suggested on the proposed amendments to the Resolution (1) that the proposed sentence that reads "Local renewable energy production and procurement offers the largest single opportunity to reduce community wide greenhouse gas emissions" be changed to state "community wide and global"; (2) to urge the Mayor to sign the legislation into law; and (3) to urge the SFPUC to ensure that the startup and build-out of the program occurs at one time because there is an extensive amount of work to prepare for a local build-out of renewables and efficiencies as described in the original 2007 ordinance that started this program.

Mr. Brooks stated that on the Further Resolved clause of the proposed amendment, that he supports the Department of the Environment playing a proactive and educational role and discussed outreach mechanisms in place at the SFPUC to offer customers shares in the program. He suggested that the sentence in that clause that reads "....comprehensive plan..." be changed to "comprehensive plan and effort". Mr. Brooks discussed problems that may be associated with the opt-in option because of the risk of not securing enough customers, and the need to educate people on the benefits of the program so they can make an informed choice before opting out.

Ms. Espanola Jackson discussed the cost benefits that she had achieved in electricity savings from the installation of solar in her residence and inquired whether the City was offering a program to change gas systems to electrical. Ms. Murray reported that she was referring to greenhouse gas emissions rather than natural gas in homes and is unaware of a program to switch out gas systems to electric in homes.

Mr. Jason Elliott, Mayor's Office, reported that the Mayor has expressed support for the goals of greening San Francisco's energy use and clean energy goals. He reported that the Resolution passed its only reading at the Board of Supervisors on Tuesday, September 18, and the Ordinance will be before the Board for second reading on September 25. The Mayor was encouraged that the Board considered amendments to exempt low-income customers and seniors on a fixed income and was supportive of the amendment to move the liability in bills to customers who participate in the program. Mr. Elliott discussed the Mayor's support of the amendment that was not successful to include a legal voluntary signup program as a companion to the potential opt-out program. It was hoped that the Department of the Environment could be involved in an aggressive outreach campaign to sign customers up for the program.

Ms. Danielle Murray stated that the Department of the Environment and Environment Now staff would be able to encourage and educate people on their options and make them aware of climate and renewable energy goals as well as discuss opt-out options particularly for residents and businesses that see it as a financial challenge.

**6. Overview of 2012 Green & Blue Awards and Review and Approval of Commission Letter of Congratulations to Award Recipients.** (Explanatory Document: Letter of Congratulations)

Sponsor: Melanie Nutter, Director; Speaker: Calla Ostrander, Climate Action Coordinator (Discussion and Action)

Ms. Ostrander reported that the intent of the congratulatory letter is for the Commission to congratulate recipients of the Green and Blue Awards on their work in sustainability planning. City departments write their internal Climate Action plans for their municipal operations, and the Department of the Environment works with departments to achieve goals. The letters are customized for each department depending on the award that was won. She reported that information on the Green and Blue Awards program and Department Climate Action plans can be found on the Department's website.

Commissioner Wald commended the program concept and suggested revisions so that it is more about the achievements of the award winner and includes a statement that the Department looks forward to working together next year as the Strategic Plan is revised and will continue to need their leadership to achieve goals. Upon Motion by Commissioner Wald, second by Commissioner Arce, the letter was approved with amendments (AYES: Commissioners Tuchow, Gravanis, Arce, Stephenson, and Wald; Absent: Commissioners King and Mok).

7. **Review and Approval of Draft Resolution File 2012-10-COE Endorsing Department of the Environment Grant Funding Recommendations for the Urban Orchards Program to Plant Trees.** (Explanatory Documents: Draft Resolution File 2012-10-COE and Urban Orchards Program Funding Recommendations) Sponsor: Melanie Nutter, Director; Speaker: Calla Ostrander for Mei Ling Hui, Urban Forestry Council Coordinator (Discussion and Action)

Ms. Ostrander, Carbon Fund Program Manager, reported that Friends of the Urban Forest was selected in response to a Request for Proposal (RFP) for the Urban Orchards program to plant 200 fruit trees, many of which will be planted in San Francisco Unified School District property, Recreation and Park Department community gardens, and front yards of individuals who are willing to make the fruit accessible to the public for public consumption. Ms. Ostrander reported that calculations on carbon reduction and environmental benefits from this project were based on state protocols. She stated that the project is a good example of enhancing the beauty and food security of the city while engaging and investing in carbon reductions and other environmental benefits such as storm-water mitigation and criteria-pollutant mitigation.

Commissioner Gravanis suggested maximizing the planting of trees on school property because of the educational opportunities and harvesting and maintenance programs that would result. She expressed her concern about planting trees in front yards due to consequences that would result as ownership changes over time and maintenance considerations. She discussed the potential problems and benefits of fruit trees for native bird species and suggested consulting an ornithologist when making tree selections. Commissioner Arce inquired about the total allocation in the fund. Ms. Ostrander reported that \$30,000 has been allocated to this project, and that an update would be provided to the Policy Committee on the financial status of the fund and future project types for recommendation. Deputy Director Assmann reported that there is \$200,000 in the fund.

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Commissioner Wald reported that this Resolution was recommended to the Commission by the Center for Biological Diversity who has campaigned for cities around the country to support the efforts of the Environmental Protection Agency (EPA) in reducing carbon in our atmosphere under the Clean Air Act. She spoke of the critical nature in the timing and the importance of the Commission's and San Francisco's participation in the campaign to reduce carbon in the atmosphere. Commissioners Arce, Stephenson and Tuchow discussed changing the Resolution to support the efforts of the EPA in reducing greenhouse gas emissions instead of efforts of the EPA administrator by name. Commissioner Wald spoke of the importance to single out the administrator for her leadership and efforts.

Public Comment:

Ms. Rose Braz, Climate Campaign Director, Center for Biological Diversity, reported that San Francisco would be joining thirty-six other cities to express support through the Resolution for the EPA to curb greenhouse gas emissions through the use of the Clean Air Act and asked that the Resolution be sent directly to the EPA Administrator. Ms. Braz reported that she is speaking to Supervisors Chiu and Kim who have expressed interest in sponsorship of a Resolution to the Board of Supervisors, and the Commission's passage would help advance the initiative.

Ms. Fish announced that public comment from Mr. David Gavrich is included in the Commission's packet on this agenda topic.

Ms. Eric Smith, San Francisco Bay Railroad, representing Mr. David Gavrich, spoke in reference to Mr. Gavrich's public correspondence recommending the City's use of rail versus truck in the delivery of goods as a way to reduce greenhouse gas emissions and help solve environmental justice issues from truck emissions in the Bayview Hunters Point neighborhood. He stated that the San Francisco Bay Railroad has worked with the San Francisco Port in delivering 120 cars by rail for the America's Cup event. He presented a comparison chart on CO2 emission and fuel savings achieved by using rail versus trucks in transport. Mr. Smith spoke in support of the Clean Air Act Resolution and discussed his efforts to prepare a similar Resolution directed to the City Administrator to state a preference for the use of rail in transportation of goods. He asked that the Commission consider adopting a Resolution with this policy directive. Commissioner Arce offered to work with Mr. Smith on a Resolution to bring to the Policy Committee. (Explanatory Document: Public Correspondence)

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energy intensive nature of our economy and production of products is where the most emissions are.

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Commissioner Gravanis reported that when the Monterey Bay National Marine Sanctuary was created in 1992, there was an area near the Golden Gate Bridge that was excluded from the sanctuary because there were (1) sewage treatment problems from the sewage plant going into those waters; (2) a large amount of boat traffic in the area, and (3) potential pollutants from dredge spoils that were being deposited in that area. She reported that these issues are no longer a concern because (1) the sewage has been cleaned up with no violations issued in 17 years, (2) vessel traffic has been rerouted so as not to impact the area, and (3) only clean dredge materials are in use to replenish the beach. These waters have also attracted a greater abundance of wildlife than in the past. The National Oceanic and Atmospheric Administration (NOAA) proposed that the boundaries be expanded to include the exclusion zone. There will be a process for scoping, public comment and an Environmental Impact Report. This Resolution is to support NOAA's proposal to expand the sanctuary and to request that they consider the possibility of moving the boundaries into San Francisco Bay because of the abundance of wildlife in this area.

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**10. Review and Approval of Draft Resolution File 2012-07-COE Amending the Commission on the Environment Bylaws to change the Operations Committee meeting schedule and location and Committee membership appointment process.** (Explanatory Document: Draft Resolution) Sponsor and Speaker: Commission President Matt Tuchow (Discussion and Action)

Commission President Tuchow reported that this Resolution was a result of discussion at the Commission retreat that would allow for a Committee temporary membership appointment process for the purpose of reaching a quorum and to change the Operations Committee meeting schedule to coincide with the budget process. Upon Motion by Commissioner Gravanis, second by Commissioner Arce, Resolution File 2012-07-COE was approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, Stephenson, and Wald; Absent: Commissioners King and Mok) (Explanatory Document: Resolution 007-12-COE)

**11. Operations Committee Chair's Report.** (Information and Discussion) Commissioner Stephenson reported there has not been a meeting held since the July Commission meeting.

**12. Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the August 13 and September 10, 2012 meetings and review of the agenda for the October 22, 2012 meeting to be held at City Hall, Room 421.

Commissioner Gravanis reported that the Policy Committee at its August meeting was presented with an update by Ms. Jill Savery of the America's Cup Event Authority on sustainability planning for America's Cup, and the Committee continued discussion on identifying action items to achieve selected priority goals. The Committee at the September meeting recommended for Commission approval the three Resolutions approved today on CleanPowerSF, the Marine Sanctuary, and the Clean Air Act and selected Commission and Committee accomplishments for the Annual Report. The October meeting will focus on identifying action items to achieve selected priority goals.

**13. Commission Secretary's Report.** (Explanatory Document; Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Commission Secretary Fish reported on communications and correspondence received and an update on City legislation since the July Commission meeting as stated in the written report. She reported on a quote received from SFGTV for televising Commission meetings and discussions with the SFPUC Commission Secretary to hold a joint meeting on November 27 at 1:30 p.m.

**14. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document; Director's Report) (Information and Discussion)

Assistant Director Assmann reported on highlights of the Director's Report:

- A lawsuit that was filed against the Plastic Bag Ordinance by the Plastic Bag Coalition was thrown out last week. The Ordinance will go into effect as scheduled on October 1. Environment Now has outreached to more than 5000 businesses to discuss the Ordinance.
- Building renovations for 1455 Market Street are in progress. The projected Department move-in date is President's Day weekend in February.
- Electric Vehicle week was held last week. Press events were held and information was made available about charging facilities.
- Bills on the Governor's desk that could potentially have large implications for the City for allocation of cap and trade funds. Department has been actively engaged in working with a consortium of local governments to advocate for funds for local government and to help determine what kind of projects could potentially receive funding.
- Landfill disposal figures have decreased in calendar year 2011 to 428,910 tons, the smallest amount for four consecutive years.

- Department has set up 13,000 of 15,000 commercial accounts in San Francisco for composting in buildings and working on the last 2000.
- Toxics Reduction program is working on a medicine take back program resulting in 6500 lbs. of unwanted or expired medicine dropped off at drop-off sites.
- The Environmental Justice program has received a \$400,000 grant to conduct brownfields assessment work in the southeast part of the city and is working with the City's Integrated Pest Management contractor to provide IPM training for San Francisco Housing Authority staff.

Commissioner Arce inquired about topics that could be selected for a SFPUC joint meeting and suggested working together to discuss funding for GoSolarSF. Deputy Director Assmann suggested additional topics for discussion on issues that the SFPUC and Department works together on such as school education, energy, water conservation outreach, and climate.

- 15. Announcements.** (Information and Discussion) There were no announcements made at this time.
- 16. President's Announcements.** (Information and Discussion) Commission President Tuchow asked Commissioners to forward him requests for agenda topics for future meetings.
- 17. New Business/Future Agenda Items.** (Information, Discussion and Possible Action) Commissioner Arce reported that he would share ideas for holding in-community meetings with the Director and Commission based on his participation in a committee that holds such meetings. He discussed the need to identify outreach strategies, a neighborhood-based initiative, and timeline, and the potential for holding a joint neighborhood meeting with the SFPUC.
- 18. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
- 19. Adjournment.** The Commission on the Environment meeting adjourned at 7:15 p.m.

Respectfully submitted by  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved:





**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**\*RESCHEDULED MEETING  
APPROVED MINUTES**

**THURSDAY, SEPTEMBER 20, 2012, 5:00 P.M.**

**CITY HALL, ROOM 408, SAN FRANCISCO, CA 94102**

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**\*The Tuesday, September 25, 2012, 5:00 p.m. Regularly Scheduled Meeting of the Commission on the Environment that meets at City Hall, Room 416 has been RESCHEDULED to Thursday, September 20, 2012, 5:00 p.m. and will be held in CITY HALL, ROOM 408.**

**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Joshua Arce, Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:15 p.m. Present: Commissioners Tuchow, Gravanis, Arce, Stephenson (5:25) and Wald. Excused: Commissioners King and Mok.
- 2. Approval of Minutes of the July 24, 2012 Commission on the Environment Meeting and August 23, 2012 Commission on the Environment Retreat Meeting.** (Explanatory Documents: July 24, 2012 and August 23, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Commissioner Gravanis, second by Commissioner Wald, the July 24, 2012 and August 23, 2012 Meeting Minutes were approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, and Wald; Absent: Commissioners King, Mok and Stephenson).
- 3. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.

Ms. Espanola Jackson, Bayview Hunters Point resident, discussed her concerns for the health of residents in Bayview Hunters Point neighborhood in San Francisco because of toxics found in Herons Head Park and other parks and construction sites in the area. She asked the Commission

for their support in addressing these concerns. Ms. Jackson requested information on the diversity and districts of residence of Department staff.

Mr. Eric Brooks, representing the Green Party and Our City, discussed the allegations and revelations of radiation and toxics chemicals found in the Treasure Island development and suggested that more attention be paid to these same issues in the Bayview Hunters Point neighborhood. He stated that he was pleased that some of his concerns were shared in his communication to Department staff about biofuels, but expressed his concern that the Department considers biodiesel superior to petroleum when the information he had provided shows the opposite. He asked the Commission to investigate the response to his communications further.

Deputy Director Assmann reported that the Department maintains an active diversity policy and staff and updates statistics on diversity and gender analyses annually. He stated that Department statistics are close to the City average, and there are efforts being made to recruit and maintain representation from all districts of residence. Commissioner Arce offered to work with Deputy Director Assmann in order to provide statistics to Ms. Jackson.

4. **Review and Approval of Draft Resolution File 2012-08-COE Amending the Department of the Environment's Record Retention Policy and Schedule.** (Explanatory Documents: Draft Resolution, Draft Amended Record Retention Schedule and Policy) Sponsor: Melanie Nutter, Director; Speaker: David Assmann, Deputy Director (Discussion and Action)

Deputy Director Assmann reported on the proposed amendment to an error contained in the Record Retention Policy and Schedule that states that contracts, grants and payment records should be kept for 20 years instead of 2 years, and to change terminology so that records are not "destroyed" but instead "recycled". A discussion was held on the necessity to shred confidential records before recycling and whether terminology should be changed to state "shredded and recycled." Deputy City Attorney Owen reported that as long as appropriate steps are taken to preserve confidentiality, a reference to recycling is appropriate.

Upon Motion by Commissioner Gravanis, second by Commissioner Arce, Resolution File 2012-08-COE amending the Department of the Environment's Record Retention Policy and Schedule was approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, Stephenson, and Wald; Absent: Commissioners King and Mok). (Explanatory Document: Approved Resolution 008-12-COE and Amended Record Retention Schedule and Policy)

5. **Review and Approval of Resolution File 2012-09-COE in Support of Board of Supervisors Resolution and Ordinance Approving the CleanPowerSF Program.** (Explanatory Document: Draft and Final Resolutions) Sponsor: Commissioner Gravanis; Speakers: Commissioner Gravanis, Danielle Murray, Renewable Energy Program Manager and Adam Stern, Climate Manager (Discussion and Action)

Commissioner Gravanis reported that the Policy Committee had adopted climate as one of its four priority goals. After presentations and discussions at the Committee by the Department's Climate staff, San Francisco Public Utilities Commission CleanPowerSF Program Manager, Mike Campbell, and community advocates, and after review of the Department's Strategic Plan goals, it was evident that the City would not meet its goal of 100% renewable energy in time without a Community Choice Aggregation program. The Policy Committee approved a



Resolution in support of the CleanPowerSF program and had forwarded it to the Board of Supervisors in time for their September 18 meeting. The Resolution in support of the program had already passed the Board of Supervisors, but the Committee felt it was important for the Commission to be on record supporting the program. Commissioner Gravanis thanked staff, the SFPUC, and community advocates for all of their work on this program.

Ms. Danielle Murray reported that the Department determined that the City's greenhouse gas reduction goals and 100% renewable energy goals could not be met without a robust green power purchasing option such as the Community Choice Aggregation program. She reported that CleanPowerSF was approved by the Board of Supervisors with an 8-3 vote with amendments instructing the SFPUC to look for funding mechanisms to further reduce rates for low-income customers that receive discounts on electricity rates, to put in place longer opt-out periods for everyone, and reduce opt-out rates for low-income customers. The SFPUC was also directed to research opportunities to recover reserve funds from ratepayers in the program over time in order to reduce capital the City is putting into escrow. The Ordinance approving the Shell contract that would put the program in place was passed on first reading and would be before the Board for a second reading on September 25.

Commissioners discussed amendments to the Resolution and after public comment took the following action:

Upon Motion by Commissioner Arce, second by Commissioner Wald the following amendments were approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, Stephenson, and Wald; Absent: Commissioners King and Mok).

To add paragraph: WHEREAS, In 2008, the San Francisco Board of Supervisors passed Ordinance 81-08: Climate Change Goals and Action Plan Ordinance, which codified these greenhouse gas reduction targets in Chapter 9 of the Environment Code and called for the San Francisco Public Utilities Commission, in coordination with the Department of the Environment to develop a plan to achieve a fossil fuel-free electricity supply for the city by 2030; and,

To revise paragraph to read: WHEREAS, Local renewable energy production and procurement offers the largest single opportunity to reduce community wide greenhouse gas emissions, and the Commission has adopted a goal of meeting 100% of the City's electricity demand with renewables in the shortest amount of time that is technically and economically possible; and,

To revise paragraph to read: WHEREAS, The Renewable Energy Task Force, staffed by the Department of the Environment and the Mayor's Office, has determined in its meetings that the goal of 100% renewable power cannot be met without green power purchasing options; and,

Upon Motion by Commissioner Wald, second by Commissioner Gravanis, the following amendment was approved without objection.

To revise paragraph to read: WHEREAS, the full Commission on the Environment did not meet prior to the Board of Supervisors' public hearing on and approval of the CleanPowerSF measures and the Policy Committee who met on September 10, 2012 has endorsed support and forwarded its recommendation to the Board of Supervisors; therefore, be it,

To add paragraph: FURTHER RESOLVED, That the San Francisco Commission on the Environment urges the Department of the Environment to partner with the San Francisco Public Utilities Commission to create a comprehensive education and outreach plan and effort to ensure broad understanding of and broad participation in the program.

Resolution File 2012-009-COE was approved with amendments (Explanatory Document: Resolution 009-12-COE).

Public Comment:

Mr. Eric Brooks commended staff for their work in showing the importance of and moving the program forward. He suggested on the proposed amendments to the Resolution (1) that the proposed sentence that reads "Local renewable energy production and procurement offers the largest single opportunity to reduce community wide greenhouse gas emissions" be changed to state "community wide and global"; (2) to urge the Mayor to sign the legislation into law; and (3) to urge the SFPUC to ensure that the startup and build-out of the program occurs at one time because there is an extensive amount of work to prepare for a local build-out of renewables and efficiencies as described in the original 2007 ordinance that started this program.

Mr. Brooks stated that on the Further Resolved clause of the proposed amendment, that he supports the Department of the Environment playing a proactive and educational role and discussed outreach mechanisms in place at the SFPUC to offer customers shares in the program. He suggested that the sentence in that clause that reads ".....comprehensive plan..." be changed to "comprehensive plan and effort". Mr. Brooks discussed problems that may be associated with the opt-in option because of the risk of not securing enough customers, and the need to educate people on the benefits of the program so they can make an informed choice before opting out.

Ms. Espanola Jackson discussed the cost benefits that she had achieved in electricity savings from the installation of solar in her residence and inquired whether the City was offering a program to change gas systems to electrical. Ms. Murray reported that she was referring to greenhouse gas emissions rather than natural gas in homes and is unaware of a program to switch out gas systems to electric in homes.

Mr. Jason Elliott, Mayor's Office, reported that the Mayor has expressed support for the goals of greening San Francisco's energy use and clean energy goals. He reported that the Resolution passed its only reading at the Board of Supervisors on Tuesday, September 18, and the Ordinance will be before the Board for second reading on September 25. The Mayor was encouraged that the Board considered amendments to exempt low-income customers and seniors on a fixed income and was supportive of the amendment to move the liability in bills to customers who participate in the program. Mr. Elliott discussed the Mayor's support of the amendment that was not successful to include a legal voluntary sign-up program as a companion to the potential opt-out program. It was hoped that the Department of the Environment could be involved in an aggressive outreach campaign to sign customers up for the program.

Ms. Danielle Murray stated that the Department of the Environment and Environment Now staff would be able to encourage and educate people on their options and make them aware of climate and renewable energy goals as well as discuss opt-out options particularly for residents and businesses that see it as a financial challenge.

**6. Overview of 2012 Green & Blue Awards and Review and Approval of Commission Letter of Congratulations to Award Recipients.** (Explanatory Document: Letter of Congratulations)

Sponsor: Melanie Nutter, Director; Speaker: Calla Ostrander, Climate Action Coordinator (Discussion and Action)

Ms. Ostrander reported that the intent of the congratulatory letter is for the Commission to congratulate recipients of the Green and Blue Awards on their work in sustainability planning. City departments write their internal Climate Action plans for their municipal operations, and the Department of the Environment works with departments to achieve goals. The letters are customized for each department depending on the award that was won. She reported that information on the Green and Blue Awards program and Department Climate Action plans can be found on the Department's website.

Commissioner Wald commended the program concept and suggested revisions so that it is more about the achievements of the award winner and includes a statement that the Department looks forward to working together next year as the Strategic Plan is revised and will continue to need their leadership to achieve goals. Upon Motion by Commissioner Wald, second by Commissioner Arce, the letter was approved with amendments (AYES: Commissioners Tuchow, Gravanis, Arce, Stephenson, and Wald; Absent: Commissioners King and Mok).

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Commissioner Gravanis reported that the Policy Committee at its August meeting was presented with an update by Ms. Jill Savery of the America's Cup Event Authority on sustainability planning for America's Cup, and the Committee continued discussion on identifying action items to achieve selected priority goals. The Committee at the September meeting recommended for Commission approval the three Resolutions approved today on CleanPowerSF, the Marine Sanctuary, and the Clean Air Act and selected Commission and Committee accomplishments for the Annual Report. The October meeting will focus on identifying action items to achieve selected priority goals.

**13. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Commission Secretary Fish reported on communications and correspondence received and an update on City legislation since the July Commission meeting as stated in the written report. She reported on a quote received from SFGTV for televising Commission meetings and discussions with the SFPUC Commission Secretary to hold a joint meeting on November 27 at 1:30 p.m.

**14. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Assistant Director Assmann reported on highlights of the Director's Report:

- A lawsuit that was filed against the Plastic Bag Ordinance by the Plastic Bag Coalition was thrown out last week. The Ordinance will go into effect as scheduled on October 1. Environment Now has outreached to more than 5000 businesses to discuss the Ordinance.
- Building renovations for 1455 Market Street are in progress. The projected Department move-in date is President's Day weekend in February.
- Electric Vehicle week was held last week. Press events were held and information was made available about charging facilities.
- Bills on the Governor's desk that could potentially have large implications for the City for allocation of cap and trade funds. Department has been actively engaged in working with a consortium of local governments to advocate for funds for local government and to help determine what kind of projects could potentially receive funding.
- Landfill disposal figures have decreased in calendar year 2011 to 428,910 tons, the smallest amount for four consecutive years.



- Department has set up 13,000 of 15,000 commercial accounts in San Francisco for composting in buildings and working on the last 2000.
- Toxics Reduction program is working on a medicine take back program resulting in 6500 lbs. of unwanted or expired medicine dropped off at drop-off sites.
- The Environmental Justice program has received a \$400,000 grant to conduct brownfields assessment work in the southeast part of the city and is working with the City's Integrated Pest Management contractor to provide IPM training for San Francisco Housing Authority staff.

Commissioner Arce inquired about topics that could be selected for a SFPUC joint meeting and suggested working together to discuss funding for GoSolarSF. Deputy Director Assmann suggested additional topics for discussion on issues that the SFPUC and Department works together on such as school education, energy, water conservation outreach, and climate.

- 15. Announcements.** (Information and Discussion) There were no announcements made at this time.
- 16. President's Announcements.** (Information and Discussion) Commission President Tuchow asked Commissioners to forward him requests for agenda topics for future meetings.
- 17. New Business/Future Agenda Items.** (Information, Discussion and Possible Action) Commissioner Arce reported that he would share ideas for holding in-community meetings with the Director and Commission based on his participation in a committee that holds such meetings. He discussed the need to identify outreach strategies, a neighborhood-based initiative, and timeline, and the potential for holding a joint neighborhood meeting with the SFPUC.
- 18. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There were no members of the public present at this time.
- 19. Adjournment.** The Commission on the Environment meeting adjourned at 7:15 p.m.

Respectfully submitted by  
Monica Fish, Commission Secretary  
TEL: (415) 355-3709; FAX: (415) 554-6393

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved: November 27, 2012





**SF Environment**

Our home. Our city. Our planet.



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT  
NOTICE OF MEETING AND AGENDA**

**TUESDAY, NOVEMBER 27, 2012, 5:00 P.M.  
CITY HALL, ROOM 416  
SAN FRANCISCO, CA 94102**

GOVERNMENT  
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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Joshua Arce, Angelo King, Alan Mok, Heather Stephenson, Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

- 1. Call to Order and Roll Call.**
- 2. Approval of Minutes of the September 20, 2012 Commission on the Environment Rescheduled Meeting.** (Explanatory Document: September 20, 2012 Commission on the Environment Draft Minutes) (Discussion and Action)
- 3. Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
- 4. Department of the Environment Energy Programs Update and Policy Development Plans.** Sponsor: Commissioner Matt Tuchow; Speaker: Cal Broomhead, Energy Manager (30 minutes) (Informational Report and Discussion)
- 5. EcoDistricts Development Update.** Sponsor: Commissioner Ruth Gravanis; Speaker: Cal Broomhead, Energy Manager (30 Minutes) (Informational Report and Discussion)
- 6. Review and Approval of Draft Resolution File 2012-11-COE Commending Commissioner Emeritus Rahul Prakash for his Service to the Commission on the Environment.** (Explanatory Document:

Draft Resolution) Sponsor and Speaker: Melanie Nutter, Director (5 minutes) (Discussion and Action)

7. **Rescind, Review and Approval of Draft Resolution File 2012-08-COE Amending the Department of the Environment's Record Retention Policy and Schedule.** (Explanatory Documents: Amended Draft Resolution, Amended Draft Record Retention Schedule and Policy) Sponsor and Speaker: Commissioner Matt Tuchow, (5 minutes) (Discussion and Action)
8. **Department of the Environment Budget Allocation and Feasibility of Videotaping and Publicizing Commission on the Environment Meetings on San Francisco Government Public Television Station.** (Explanatory Document: SFGOVTV Budgetary Projections for Videotaping Commission Meetings for 2012-13) Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Joshua Arce and Commission Secretary Monica Fish (5 minutes) (Informational Report and Discussion)
9. **Operations Committee Chair's Report.** Review of the agenda for the November 29, 2012 Meeting. (Information and Discussion)
10. **Policy Committee Report.** (Information and Discussion)  
Chairs Report: Highlights of the October 25 and November 5, 2012 Meetings and review of the agenda for the December 10, 2012 meeting to be held at City Hall, Room 421.
11. **Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report) (Information and Discussion)  
Monica Fish, Commission Secretary
  - **Communications and Correspondence**
  - **Update on City Legislation**
12. **Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)
13. **Announcements.** (Information and Discussion)
14. **President's Announcements.** (Information and Discussion)
15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action)
16. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda.
17. **Adjournment.**

Monica Fish, Commission Secretary;  
TEL: (415) 355-3709; FAX: (415) 554-6393

The next meeting of the Commission on the Environment is scheduled for Tuesday, January 22, 2013, 5:00 p.m., City Hall, Room 416.

*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's website <http://www.sfenvironment.org/commission/agendas>; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org) within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available on the Commission's website <http://www.sfenvironment.org/commission/agendas> as attachments to the agenda or meeting minutes.*

### **Important Information**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

NOTE: Persons unable to attend the meeting may submit to the Commission on the Environment, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Commission on the Environment members. Any written comments should be sent to: Commission Secretary of the Environment, 11 Grove Street, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Secretary by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Secretary and the public.

### **Public Comment**

At this time, members of the public may address the Commission on items of interest that are within the subject matter jurisdiction of the Commission but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Commission for up to three minutes, unless otherwise announced by the President. If it is demonstrated that the comments by the public will exceed 15 minutes, the President may continue Public Comment to another time during the meeting.

The Brown Act forbids the Commission from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Commission is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

### **Disability Access**

The Commission on the Environment meeting will be held at City Hall, Room 416 in the Civic Center Area. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

**Know your Rights under the Sunshine Ordinance  
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Sunshine Task Force Administrator, City Hall, Room 409, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: [sott@sfgov.org](mailto:sott@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

**Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2<sup>nd</sup> Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112, web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

Posted: November 19, 2012





**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

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**REGULAR MEETING  
DRAFT MINUTES**

DEC 11 2012

**TUESDAY, NOVEMBER 27, 2012, 5:00 P.M.**  
**CITY HALL, ROOM 416, SAN FRANCISCO, CA 94102**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Joshua Arce, Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

1. **Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:05 p.m. Present: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson, and Wald (5:10).
2. **Approval of Minutes of the September 20, 2012 Commission on the Environment Rescheduled Meeting.** (Explanatory Document: September 20, 2012 Commission on the Environment Draft and Approved Minutes) (Discussion and Action) Upon Motion by Commissioner Gravanis, second by Commissioner Arce, the September 20, 2012 Meeting Minutes were approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok and Stephenson; Absent: Commissioner Wald).
3. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.

Items 6 – 8 were heard before Item 4.

4. **Department of the Environment Energy Programs Update and Policy Development Plans.** Sponsor: Commissioner Matt Tuchow; Speaker: Cal Broomhead, Energy Manager (Informational Report and Discussion)

Mr. Cal Broomhead reported that American Recovery and Reinvestment Act (ARRA) funding from state and Department of Energy sources were secured on a competitive basis through the

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

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forming of coalitions with other cities and counties around the state. He described the success of programs that were launched with ARRA funding that included the (1) Boiler Retrofit program; (2) Green Home Assessment program; and (3) Single Family Home Improvement Program (SFHIP). It was reported that the Property Assessed Clean Energy (PACE) financing program was planned but not implemented because of Fannie Mae and Freddie Mac's rejection of the program. Mr. Broomhead discussed program expenses in the area of incentives, marketing, consultant fees, training, and Department administration. He reported on program outreach, job creation, greenhouse gas emission reductions, program benefits, and challenges.

Mr. Broomhead discussed California Public Utilities Commission (CPUC) approval of a proposal to the Bay Area Regional Energy Network (BayRen), a consortium of local governments in nine Bay Area counties, for \$26.5 million in funding to run energy-efficiency programs in single and multi-family homes and to do code-compliance work. Plans are in progress on program coordination, and there is an expectation that existing staff will continue working on the program.

Commissioner Tuchow inquired if there was a possibility for the boiler retrofit program to move forward through BayREN funding. Mr. Broomhead reported that it could not due to the uniqueness of the boiler program to San Francisco, but there is a willingness to revive the program once barriers for PACE funding are overcome. Commissioner Tuchow inquired whether BayREN funding would replace the existing PG&E program. Mr. Broomhead reported that the utility-based program and BayREN would run parallel, and that there would be different methods for operating programs.

Commissioner Wald thanked Mr. Broomhead and staff for their work on the ARRA program and for quantifying program metrics that she suggested should be communicated to other cities and counties and to the community in order to publicize the success of programs and quell concerns. She suggested that staff ensure that metrics are accurate and complete so that more funding can be secured in the future. Mr. Broomhead was congratulated on the breakthrough at the CPUC in acquiring BayREN funding.

Commissioner Arce suggested that an effort should be made to work through concerns expressed by small businesses on prevailing wage requirements. He discussed the benefits of acquiring an elevated skill set and continuity of work benefits for a local workforce when partnering with organized labor and union contractors. Commissioner Arce inquired whether an allocation amount has been identified for San Francisco. Mr. Broomhead stated that program specifics are being worked through and discussed San Francisco's added capacity to handle programs in comparison with others in the BayREN.

Commissioner Stephenson inquired whether funding would be strictly for energy-efficiency or if generation projects would be included. Mr. Broomhead reported that funding would be strictly for energy-efficiency programs. Commissioner King thanked Mr. Broomhead for highlighting employment and contracting opportunities so that the Department's work translates into economic and employment opportunities as well as for health and the environment.

5. **EcoDistricts Development Update.** Sponsor: Commissioner Ruth Gravanis; Speaker: Cal Broomhead, Energy Manager (Informational Report and Discussion)

Commissioner Gravanis reported that the San Francisco City Planning Department has a sustainable development program working on Eco Districts, defined as sustainable infrastructure at a district scale. She reported on workshops that the Planning Department has been recently holding on different aspects of Eco Districts such as Transformative Energy and Water Infrastructure for Neighborhoods. She stated that the concept has many great applications.

Mr. Broomhead discussed terminology being used all over the country to describe the same type of program, e.g. Resilient Neighborhoods, Sustainable Neighborhoods, Eco Villages. He reported on Department of the Environment goals that relate to Eco Districts and activities to date that included attendance at a Portland conference in 2011, training of City staff by the Eco Districts Institute, meetings attended for the Transbay and Central Corridor, attendance at workshops and City staff meetings, communication with the Planning Department, and participation in three private-sector forums.

Mr. Broomhead discussed related local and state activities that could be coordinated with the Eco Districts concept. He reported on participating City departments and other departments that may become engaged once the program is further developed. Three different types of Eco Districts were described, two for areas that are being focused on now for projects at Transbay and the Central Corridor, and the other for an existing neighborhood where incremental changes can occur over time. Additional topics of discussion included resources allocated to the program and the Department's citywide approach to involvement. Mr. Broomhead stated that he would like to see every neighborhood in San Francisco involved in Eco Districts. (Reference: Presentation).

Commissioner Tuchow inquired about how a project in the Transbay District would work. Mr. Broomhead provided an example of installing a district energy system in the Transbay area such as a steam loop that would provide heat for all of the buildings so that no individual unit would have their own boiler. This would result in money savings, space that could be applied elsewhere, and would be more energy-efficient. If the boiler were to produce electricity that could be put on the grid, additional revenue and benefits could be generated for the entire district. Other programs may be water recycling, stormwater management, and wastewater management.

Director Nutter reported that the concept is applying many of the current Department's programs, but is new in that it is a framework for greening on a district scale instead of by individual building and can accelerate greening efforts by engaging neighborhoods or groups of buildings. Mr. Broomhead reported that every Eco District in coordination with City departments and neighborhood organizations would have the potential for mapping and applying metrics to greening efforts on a neighborhood scale. Commissioner King discussed his interest in implementation of new projects in his neighborhood and how they can connect with other projects to provide added and improved services.

Commissioner Tuchow discussed the possibility of setting up a self-funding mechanism similar to a business district. Commissioner Gravanis discussed neighborhoods that engage in activities similar to the Eco District concept but not labeled as such and the financial benefit from projects that are done at economies of scale. Commissioner Mok inquired about the role of the Planning Department and the Department of Environment. Mr. Broomhead reported that the Planning Department is the lead and has one full-time staff person dedicated to the project. The

Department is currently playing a supportive role, attending meetings, trainings, and brown-bag presentations.

Commissioner Arce inquired about greening efforts that may be more community-based versus projects that are more technical such as the Transbay and Central Corridor projects. Mr. Broomhead reported that the Planning Department has a planning grant for a third neighborhood that has not yet been identified. Director Nutter reported that there is a funder interested in the neighborhood model that could present a future opportunity for the Department to take the lead on versus a supportive role that it is currently taking. Commissioner Arce suggested that the Commission and Department play a role in identifying a neighborhood. Director Nutter reported that the Department would be developing criteria for the best type of neighborhood for an Eco District project first before naming a neighborhood. Mr. Broomhead reported that the criteria and process would be brought forward to the Commission before moving forward.

6. **Review and Approval of Draft Resolution File 2012-11-COE Commending Commissioner Emeritus Rahul Prakash for his Service to the Commission on the Environment.** (Explanatory Document: Draft and Approved Resolution) Sponsor and Speaker: Melanie Nutter, Director (Discussion and Action)

The Resolution commending Commissioner Emeritus Rahul Prakash was read into the record by Director Nutter. Upon Motion by Commissioner Gravanis, second by Commissioner King, Resolution File 2012-11-COE was approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson, and Wald).

7. **Rescind, Review and Approval of Draft Resolution File 2012-08-COE Amending the Department of the Environment's Record Retention Policy and Schedule.** (Explanatory Documents: Amended Draft and Approved Resolution, Amended Draft Record Retention Schedule and Policy) Sponsor and Speaker: Commissioner Matt Tuchow (Discussion and Action)

Commissioner Tuchow reported that the Resolution amending the Record Retention Policy and Schedule was rescinded in order to amend the Resolution so that lines 5 and 6 reads "...retention of records of payments on contracts/agreements from "life of agreement + 20 years term retention" to "life of agreement + 2 years term retention" and adding on lines 16 and 17 "with the understanding that any confidential documents will be shredded before being recycled." The previous Resolution read from "20 years term retention to 2 years term retention" and left out "life of agreement".

Upon Motion by Commissioner King, second by Commissioner Gravanis, Resolution File 2012-08-COE amending the Resolution was approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson and Wald).

8. **Department of the Environment Budget Allocation and Feasibility of Videotaping and Publicizing Commission on the Environment Meetings on San Francisco Government Public Television Station.** (Explanatory Document: SFGOVTV Budgetary Projections for Videotaping Commission Meetings for 2012-13) Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Joshua Arce and Commission Secretary Monica Fish (Informational Report and Discussion)

Commissioner Arce discussed the feasibility of televising and maintaining videos of Commission meetings online as an outreach tool that would provide the public more detail and focus into the Commission and Department programs. Commission Secretary Fish reported on the budgetary projection quote received from SFGTV for twelve meetings. She stated that it is assumed that the amount may be half of what was quoted since the Commission meets only six times per year.

Commissioner King discussed his ideas for formatting televised meetings by incorporating how to videos on Department programs that would provide the public with education, promote services, and increase viewer interest. Commissioner Gravanis requested additional information on whether City departments are required to pay for televising meetings through their department budgets, which Commissions are televising their meetings and why. Commissioner Stephenson spoke in support of the educational aspect of televising technical presentations and requested additional information on multimedia capability and costs. She suggested showing Department outreach videos at the beginning or end of each meeting. Commissioner Tuchow suggested that additional time be spent on formatting meetings so that it achieves the intended publicity that is being sought.

Commissioner Wald inquired whether there is institutional capacity for staff and funds to accomplish televising meetings in the suggested format. Director Nutter reported that government television has the capability for showing PowerPoint presentations and that more information would be required on multimedia capability. She stated that the Department has PowerPoint presentations that are currently being used as an outreach tool in the community that can be added as a component to Commission meetings. Director Nutter reported that planning and funding could be requested in the Fiscal Year 13-14 budget, but that no discretionary funds would be available in this fiscal year budget due to funding allocations for the Department move.

Commissioner Wald stated that showing only PowerPoint and informational presentations would not achieve the kind of participation and outreach that is being suggested. She suggested spending more time thinking about how to make the most of this opportunity for the money that it would cost. Director Nutter suggested that Mr. Donald Oliveira, Outreach Program Manager, attend a future meeting to discuss what an expenditure of \$7000 would provide in outreach so the Commission could have a perspective as to whether the money should be applied to filming or to another program or element.

Commissioner Arce spoke in support of adding a line item to the Fiscal Year 13-14 budget. He asked to provide information on the exact quote for six meetings and potential viewership of SFGOVTV. Commissioner King suggested that the Commission Operations Committee identify a proposal for recommendation to the Commission.

Public Comment: Ms. Gwen McClellan spoke in favor of increased access to government and transparency and supports Commissioner Arce's proposal to televise Commission meetings.

9. **Operations Committee Chair's Report.** Review of the agenda for the November 29, 2012 Meeting. (Information and Discussion) Commissioner King reported on meeting proceedings for the November 29 meeting to review the Department's Fiscal Year 13-14 budget and Department's move to a new location.



**10. Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the October 25 and November 5, 2012 meetings and review of the agenda for the December 10, 2012 meeting to be held at City Hall, Room 421.

Commissioner Gravanis reported on meeting proceedings for the October 25 meeting that included (1) public comment on the Better Market Street Plan and its effect on the tiger swallowtail butterflies using the trees on Market Street; (2) presentation by Department staff member Ms. Julie Bryant on current City and America's Cup activities on restrictions for the sale and give-away of single-serve plastic water bottles, concerns expressed by event producers, and ISCOTT on logistics of alternate water supply infrastructure. A discussion was held on restrictions that could be put in place for future City events and potential mechanisms to do so. She suggested holding a joint meeting with the SFPUC on this topic; (3) carbon fund structure and priorities. A discussion was held on shifting away from a formal carbon offset to a fund that may invest in carbon mitigation projects, potential projects, and methods to change current restrictions. The November 5 meeting included a presentation by Department and San Francisco County Transportation Authority (SFCTA) staff on the San Francisco Transportation Plan and how it can help meet the city's greenhouse gas reduction goals. The SFCTA welcomes public input on funding priorities for the plan by November 30.

Commissioner Wald reported that the December 10 meeting agenda has not yet been finalized but will include a review of the Commission's 2012 Annual Report for recommendation to the full Commission in January. Other topics under consideration are funding mechanisms for the GoSolarSF program and an update on outreach for CleanPowerSF.

**11. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Commission Secretary Fish reported on and provided a written report on communications and correspondence received and an update on City legislation since the last meeting on September 20. She reported that correspondence had also been received from Mr. Robert B. Mack stating his opposition to the 10-cent bag tax. (Reference Commission Secretary's Report)

**12. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Director Melanie Nutter provided a written report and highlighted Department accomplishments and related activities that included (1) outreach activities for the Checkout Bag Ordinance that went into effect on October 1, 2012 and tracking of how bag use has been reduced; (2) San Francisco's Twitter at SF Environment has 10,000 followers and dedicated staff assigned to Twitter feed; (3) official launch of Recyclewhere on the website [www.recyclewhere.org](http://www.recyclewhere.org); (4) Department and City participation in Greenbuild week in San Francisco; (5) Department of Energy's San Francisco Clean Cities Coalition national awards to the Department; (6) San Francisco has 3,489



solar installations totaling 21MW which puts San Francisco as the lead in California with more solar installations than 29 U.S. states; (7) first commercial PACE project was completed by Prologis for a building upgrade; (8) Board of Supervisors approved \$100,000,000 worth of bond funding for access by the commercial green building sector; (9) San Francisco Public Utilities Commission completed their 2011 Benchmarking Report on municipal building performance that details energy use for each municipal building and provides information on where to invest city resources for upgrading buildings; (10) San Francisco reached 80% landfill diversion; (11) The City's landfill contract was terminated with Recology. Yuba County has started a California Environmental Quality Act (CEQA) Environment Impact Report (EIR) process to review the one mile rail spur and the entire project for taking trash from San Francisco to Yuba County. The Department will be participating in the CEQA process and once process is complete, present modifications to the Board of Supervisors for consideration of a new contract; (12) Press event with the Assessor's Office on Green Real Estate labeling is scheduled for Thursday, November 29; and (13) Commissioners are invited to the Department's holiday party.

13. **Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.
14. **President's Announcements.** (Information and Discussion) Commissioner Gravanis was congratulated on her birthday in November.
15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action) Commissioner Arce suggested forming a subcommittee to work on holding a community meeting and identifying relevant topics to a neighborhood, with Eco Districts cited as one potential topic. Commissioner King spoke in support of this idea and suggested that the Operations Committee work on this item. Director Nutter suggested that she and Commissioner Arce start at the staff level to identify a framework for Eco Districts at a district scale and identify a viable proposal to discuss with the Commission President before the next Commission meeting.
16. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.
17. **Adjournment.** The Commission on the Environment meeting adjourned at 6:55 p.m.

**The next meeting of the Commission on the Environment is scheduled for Tuesday, January 22, 2013, 5:00 p.m., City Hall, Room 416.**

Respectfully submitted by  
Monica Fish, Commission Secretary  
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*\*\* Copies of explanatory documents are available at (1) the Commission's office, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) on the Commission's meeting website at <http://www.sfenvironment.org/commission/agendas> included with minutes by meeting date; (3) upon request to the Commission Secretary, at telephone number 415-355-3709, or via e-mail at [Monica.Fish@sfgov.org](mailto:Monica.Fish@sfgov.org).*

Approved:





**SF Environment**

**Our home. Our city. Our planet.**



EDWIN M. LEE  
Mayor

MELANIE NUTTER  
Director

**CITY AND COUNTY OF SAN FRANCISCO  
COMMISSION ON THE ENVIRONMENT**

**REGULAR MEETING  
APPROVED MINUTES**

**TUESDAY, NOVEMBER 27, 2012, 5:00 P.M.  
CITY HALL, ROOM 416, SAN FRANCISCO, CA 94102**

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**COMMISSION MEMBERS:** Commissioners Matt Tuchow (President), Ruth Gravanis (Vice-President), Joshua Arce, Angelo King, Alan Mok, Heather Stephenson and Johanna Wald

**ORDER OF BUSINESS**

**Public comment will be taken before the Commission takes action on any item.**

1. **Call to Order and Roll Call.** The Commission on the Environment meeting convened at 5:05 p.m. Present: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson, and Wald (5:10).
  2. **Approval of Minutes of the September 20, 2012 Commission on the Environment Rescheduled Meeting.** (Explanatory Document: September 20, 2012 Commission on the Environment Draft and Approved Minutes) (Discussion and Action) Upon Motion by Commissioner Gravanis, second by Commissioner Arce, the September 20, 2012 Meeting Minutes were approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok and Stephenson; Absent: Commissioner Wald).
  3. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.
- Items 6 – 8 were heard before Item 4.
4. **Department of the Environment Energy Programs Update and Policy Development Plans.** Sponsor: Commissioner Matt Tuchow; Speaker: Cal Broomhead, Energy Manager (Informational Report and Discussion)

Mr. Cal Broomhead reported that American Recovery and Reinvestment Act (ARRA) funding from state and Department of Energy sources were secured on a competitive basis through the

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forming of coalitions with other cities and counties around the state. He described the success of programs that were launched with ARRA funding that included the (1) Boiler Retrofit program; (2) Green Home Assessment program; and (3) Single Family Home Improvement Program (SFHIP). It was reported that the Property Assessed Clean Energy (PACE) financing program was planned but not implemented because of Fannie Mae and Freddie Mac's rejection of the program. Mr. Broomhead discussed program expenses in the area of incentives, marketing, consultant fees, training, and Department administration. He reported on program outreach, job creation, greenhouse gas emission reductions, program benefits, and challenges.

Mr. Broomhead discussed California Public Utilities Commission (CPUC) approval of a proposal to the Bay Area Regional Energy Network (BayREN), a consortium of local governments in nine Bay Area counties, for \$26.5 million in funding to run energy-efficiency programs in single and multi-family homes and to do code-compliance work. Plans are in progress on program coordination, and there is an expectation that existing staff will continue working on the program.

Commissioner Tuchow inquired if there was a possibility for the boiler retrofit program to move forward through BayREN funding. Mr. Broomhead reported that it could not due to the uniqueness of the boiler program to San Francisco, but there is a willingness to revive the program once barriers for PACE funding are overcome. Commissioner Tuchow inquired whether BayREN funding would replace the existing PG&E program. Mr. Broomhead reported that the utility-based program and BayREN would run parallel, and that there would be different methods for operating programs.

Commissioner Wald thanked Mr. Broomhead and staff for their work on the ARRA program and for quantifying program metrics that she suggested should be communicated to other cities and counties and to the community in order to publicize the success of programs and quell concerns. She suggested that staff ensure that metrics are accurate and complete so that more funding can be secured in the future. Mr. Broomhead was congratulated on the breakthrough at the CPUC in acquiring BayREN funding.

Commissioner Arce suggested that an effort should be made to work through concerns expressed by small businesses on prevailing wage requirements. He discussed the benefits of acquiring an elevated skill set and continuity of work benefits for a local workforce when partnering with organized labor and union contractors. Commissioner Arce inquired whether an allocation amount has been identified for San Francisco. Mr. Broomhead stated that program specifics are being worked through and discussed San Francisco's added capacity to handle programs in comparison with others in the BayREN.

Commissioner Stephenson inquired whether funding would be strictly for energy-efficiency or if generation projects would be included. Mr. Broomhead reported that funding would be strictly for energy-efficiency programs. Commissioner King thanked Mr. Broomhead for highlighting employment and contracting opportunities so that the Department's work translates into economic and employment opportunities as well as for health and the environment.

5. **EcoDistricts Development Update.** Sponsor: Commissioner Ruth Gravanis; Speaker: Cal Broomhead, Energy Manager (Informational Report and Discussion)

Commissioner Gravanis reported that the San Francisco City Planning Department has a sustainable development program working on Eco Districts, defined as sustainable infrastructure at a district scale. She reported on workshops that the Planning Department has been recently holding on different aspects of Eco Districts such as Transformative Energy and Water Infrastructure for Neighborhoods. She stated that the concept has many great applications.

Mr. Broomhead discussed terminology being used all over the country to describe the same type of program, e.g. Resilient Neighborhoods, Sustainable Neighborhoods, Eco Villages. He reported on Department of the Environment goals that relate to Eco Districts and activities to date that included attendance at a Portland conference in 2011, training of City staff by the Eco Districts Institute, meetings attended for the Transbay and Central Corridor, attendance at workshops and City staff meetings, communication with the Planning Department, and participation in three private-sector forums.

Mr. Broomhead discussed related local and state activities that could be coordinated with the Eco Districts concept. He reported on participating City departments and other departments that may become engaged once the program is further developed. Three different types of Eco Districts were described, two for areas that are being focused on now for projects at Transbay and the Central Corridor, and the other for an existing neighborhood where incremental changes can occur over time. Additional topics of discussion included resources allocated to the program and the Department's citywide approach to involvement. Mr. Broomhead stated that he would like to see every neighborhood in San Francisco involved in Eco Districts. (Reference: Presentation).

Commissioner Tuchow inquired about how a project in the Transbay District would work. Mr. Broomhead provided an example of installing a district energy system in the Transbay area such as a steam loop that would provide heat for all of the buildings so that no individual unit would have their own boiler. This would result in money savings, space that could be applied elsewhere, and would be more energy-efficient. If the boiler were to produce electricity that could be put on the grid, additional revenue and benefits could be generated for the entire district. Other programs may be water recycling, stormwater management, and wastewater management.

Director Nutter reported that the concept is applying many of the current Department's programs, but is new in that it is a framework for greening on a district scale instead of by individual building and can accelerate greening efforts by engaging neighborhoods or groups of buildings. Mr. Broomhead reported that every Eco District in coordination with City departments and neighborhood organizations would have the potential for mapping and applying metrics to greening efforts on a neighborhood scale. Commissioner King discussed his interest in implementation of new projects in his neighborhood and how they can connect with other projects to provide added and improved services.

Commissioner Tuchow discussed the possibility of setting up a self-funding mechanism similar to a business district. Commissioner Gravanis discussed neighborhoods that engage in activities similar to the Eco District concept but not labeled as such and the financial benefit from projects that are done at economies of scale. Commissioner Mok inquired about the role of the Planning Department and the Department of Environment. Mr. Broomhead reported that the Planning Department is the lead and has one full-time staff person dedicated to the project. The

Department is currently playing a supportive role, attending meetings, trainings, and brown-bag presentations.

Commissioner Arce inquired about greening efforts that may be more community-based versus projects that are more technical such as the Transbay and Central Corridor projects. Mr. Broomhead reported that the Planning Department has a planning grant for a third neighborhood that has not yet been identified. Director Nutter reported that there is a funder interested in the neighborhood model that could present a future opportunity for the Department to take the lead on versus a supportive role that it is currently taking. Commissioner Arce suggested that the Commission and Department play a role in identifying a neighborhood. Director Nutter reported that the Department would be developing criteria for the best type of neighborhood for an Eco District project first before naming a neighborhood. Mr. Broomhead reported that the criteria and process would be brought forward to the Commission before moving forward.

6. **Review and Approval of Draft Resolution File 2012-11-COE Commending Commissioner Emeritus Rahul Prakash for his Service to the Commission on the Environment.** (Explanatory Document: Draft and Approved Resolution) Sponsor and Speaker: Melanie Nutter, Director (Discussion and Action)

The Resolution commending Commissioner Emeritus Rahul Prakash was read into the record by Director Nutter. Upon Motion by Commissioner Gravanis, second by Commissioner King, Resolution File 2012-11-COE was approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson, and Wald).

7. **Rescind, Review and Approval of Draft Resolution File 2012-08-COE Amending the Department of the Environment's Record Retention Policy and Schedule.** (Explanatory Documents: Amended Draft and Approved Resolution, Amended Draft Record Retention Schedule and Policy) Sponsor and Speaker: Commissioner Matt Tuchow (Discussion and Action)

Commissioner Tuchow reported that the Resolution amending the Record Retention Policy and Schedule was rescinded in order to amend the Resolution so that lines 5 and 6 reads "...retention of records of payments on contracts/agreements from "life of agreement + 20 years term retention" to "life of agreement + 2 years term retention" and adding on lines 16 and 17 "with the understanding that any confidential documents will be shredded before being recycled." The previous Resolution read from "20 years term retention to 2 years term retention" and left out "life of agreement".

Upon Motion by Commissioner King, second by Commissioner Gravanis, Resolution File 2012-08-COE amending the Resolution was approved without objection (AYES: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson and Wald).

8. **Department of the Environment Budget Allocation and Feasibility of Videotaping and Publicizing Commission on the Environment Meetings on San Francisco Government Public Television Station.** (Explanatory Document: SFGOVTV Budgetary Projections for Videotaping Commission Meetings for 2012-13) Sponsor: Commissioner Joshua Arce; Speakers: Commissioner Joshua Arce and Commission Secretary Monica Fish (Informational Report and Discussion)



Commissioner Arce discussed the feasibility of televising and maintaining videos of Commission meetings online as an outreach tool that would provide the public more detail and focus into the Commission and Department programs. Commission Secretary Fish reported on the budgetary projection quote received from SFGTV for twelve meetings. She stated that it is assumed that the amount may be half of what was quoted since the Commission meets only six times per year.

Commissioner King discussed his ideas for formatting televised meetings by incorporating how to videos on Department programs that would provide the public with education, promote services, and increase viewer interest. Commissioner Gravanis requested additional information on whether City departments are required to pay for televising meetings through their department budgets, which Commissions are televising their meetings and why. Commissioner Stephenson spoke in support of the educational aspect of televising technical presentations and requested additional information on multimedia capability and costs. She suggested showing Department outreach videos at the beginning or end of each meeting. Commissioner Tuchow suggested that additional time be spent on formatting meetings so that it achieves the intended publicity that is being sought.

Commissioner Wald inquired whether there is institutional capacity for staff and funds to accomplish televising meetings in the suggested format. Director Nutter reported that government television has the capability for showing PowerPoint presentations and that more information would be required on multimedia capability. She stated that the Department has PowerPoint presentations that are currently being used as an outreach tool in the community that can be added as a component to Commission meetings. Director Nutter reported that planning and funding could be requested in the Fiscal Year 13-14 budget, but that no discretionary funds would be available in this fiscal year budget due to funding allocations for the Department move.

Commissioner Wald stated that showing only PowerPoint and informational presentations would not achieve the kind of participation and outreach that is being suggested. She suggested spending more time thinking about how to make the most of this opportunity for the money that it would cost. Director Nutter suggested that Mr. Donald Oliveira, Outreach Program Manager, attend a future meeting to discuss what an expenditure of \$7000 would provide in outreach so the Commission could have a perspective as to whether the money should be applied to filming or to another program or element.

Commissioner Arce spoke in support of adding a line item to the Fiscal Year 13-14 budget. He asked to provide information on the exact quote for six meetings and potential viewership of SFGOVTV. Commissioner King suggested that the Commission Operations Committee identify a proposal for recommendation to the Commission.

Public Comment: Ms. Gwen McClellan spoke in favor of increased access to government and transparency and supports Commissioner Arce's proposal to televise Commission meetings.

9. **Operations Committee Chair's Report.** Review of the agenda for the November 29, 2012 Meeting. (Information and Discussion) Commissioner King reported on meeting proceedings for the November 29 meeting to review the Department's Fiscal Year 13-14 budget and Department's move to a new location.

**10. Policy Committee Report.** (Information and Discussion)

Chairs Report: Highlights of the October 25 and November 5, 2012 meetings and review of the agenda for the December 10, 2012 meeting to be held at City Hall, Room 421.

Commissioner Gravanis reported on meeting proceedings for the October 25 meeting that included (1) public comment on the Better Market Street Plan and its effect on the tiger swallowtail butterflies using the trees on Market Street; (2) presentation by Department staff member Ms. Julie Bryant on current City and America's Cup activities on restrictions for the sale and give-away of single-serve plastic water bottles, concerns expressed by event producers, and ISCOTT on logistics of alternate water supply infrastructure. A discussion was held on restrictions that could be put in place for future City events and potential mechanisms to do so. She suggested holding a joint meeting with the SFPUC on this topic; (3) carbon fund structure and priorities. A discussion was held on shifting away from a formal carbon offset to a fund that may invest in carbon mitigation projects, potential projects, and methods to change current restrictions. The November 5 meeting included a presentation by Department and San Francisco County Transportation Authority (SFCTA) staff on the San Francisco Transportation Plan and how it can help meet the city's greenhouse gas reduction goals. The SFCTA welcomes public input on funding priorities for the plan by November 30.

Commissioner Wald reported that the December 10 meeting agenda has not yet been finalized but will include a review of the Commission's 2012 Annual Report for recommendation to the full Commission in January. Other topics under consideration are funding mechanisms for the GoSolarSF program and an update on outreach for CleanPowerSF.

**11. Commission Secretary's Report.** (Explanatory Document: Commission Secretary's Report)  
(Information and Discussion)

Monica Fish, Commission Secretary

- **Communications and Correspondence**
- **Update on City Legislation**

Commission Secretary Fish reported on and provided a written report on communications and correspondence received and an update on City legislation since the last meeting on September 20. She reported that correspondence had also been received from Mr. Robert B. Mack stating his opposition to the 10-cent bag tax. (Reference Commission Secretary's Report)

**12. Director's Report.** Updates on Department of the Environment administrative and programmatic operations relating to Budget Planning, Strategic Planning, Clean Air/Transportation, Climate, Energy, Public Outreach and Education, Environmental Justice, Habitat Restoration, Green Building, Zero Waste, Toxics Reduction, and Urban Forestry. (Explanatory Document: Director's Report) (Information and Discussion)

Director Melanie Nutter provided a written report and highlighted Department accomplishments and related activities that included (1) outreach activities for the Checkout Bag Ordinance that went into effect on October 1, 2012 and tracking of how bag use has been reduced; (2) San Francisco's Twitter at SF Environment has 10,000 followers and dedicated staff assigned to Twitter feed; (3) official launch of Recyclewhere on the website [www.recyclewhere.org](http://www.recyclewhere.org); (4) Department and City participation in Greenbuild week in San Francisco; (5) Department of Energy's San Francisco Clean Cities Coalition national awards to the Department; (6) San Francisco has 3,489

solar installations totaling 21MW which puts San Francisco as the lead in California with more solar installations than 29 U.S. states; (7) first commercial PACE project was completed by Prologis for a building upgrade; (8) Board of Supervisors approved \$100,000,000 worth of bond funding for access by the commercial green building sector; (9) San Francisco Public Utilities Commission completed their 2011 Benchmarking Report on municipal building performance that details energy use for each municipal building and provides information on where to invest city resources for upgrading buildings; (10) San Francisco reached 80% landfill diversion; (11) The City's landfill contract was terminated with Recology. Yuba County has started a California Environmental Quality Act (CEQA) Environment Impact Report (EIR) process to review the one mile rail spur and the entire project for taking trash from San Francisco to Yuba County. The Department will be participating in the CEQA process and once process is complete, present modifications to the Board of Supervisors for consideration of a new contract; (12) Press event with the Assessor's Office on Green Real Estate labeling is scheduled for Thursday, November 29; and (13) Commissioners are invited to the Department's holiday party.

13. **Announcements.** (Information and Discussion) There were no Commissioner announcements made at this time.
14. **President's Announcements.** (Information and Discussion) Commissioner Gravanis was congratulated on her birthday in November.
15. **New Business/Future Agenda Items.** (Information, Discussion and Possible Action) Commissioner Arce suggested forming a subcommittee to work on holding a community meeting and identifying relevant topics to a neighborhood, with Eco Districts cited as one potential topic. Commissioner King spoke in support of this idea and suggested that the Operations Committee work on this item. Director Nutter suggested that she and Commissioner Arce start at the staff level to identify a framework for Eco Districts at a district scale and identify a viable proposal to discuss with the Commission President before the next Commission meeting.
16. **Public Comments:** Members of the public may address the Commission on matters that are within the Commission's jurisdiction and are not on today's agenda. There was no public comment at this time.
17. **Adjournment.** The Commission on the Environment meeting adjourned at 6:55 p.m.

**The next meeting of the Commission on the Environment is scheduled for Tuesday, January 22, 2013, 5:00 p.m., City Hall, Room 416.**

Respectfully submitted by  
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